

Pacific McGeorge School of Law is seeking a Janitor Supervisor. Under general direction of the Director, Buildings and Grounds the Janitor Supervisor supervises the work of the night janitorial team including planning, organizing, and evaluating the work of the crew. The Janitor Supervisor also performs janitor duties. The regular shift for this position is Monday – Friday, 5:30 p.m. – 1:30 a.m.

Essential Duties and Accountabilities:

- Supervise, assign tasks, apply cleaning standards, and provide training to night janitorial team. Follow up with team to inspect, direct and correct individual work assignments to insure meeting quality standards and work is completed.
- Perform general janitorial tasks for assigned area: sweep, scrub, mop, and wax floors; clean ceilings, walls, light fixtures, interior glass partitions, and blinds; vacuum rugs and carpets; clean and dust cabinets, furniture and woodwork; empty and clean waste receptacles; polish metal work; turn out lights and lock doors and windows; refill lavatory supply dispensers; clean stairways, elevators, hallways, restrooms, offices, and lobbies. Operate scrubbers, buffers, waxers, and other equipment and machinery as required
- Evaluate the performance of employees, make recommendations for improvement when necessary.
- Receive, inspect, store and inventory supplies.
- Assist in moving and arranging furniture and equipment as required.
- Perform minor electrical maintenance: replace light globes and tubes.
- Accountable for methods, materials, chemicals, disinfectants, and equipment used in janitorial work; safety practices in janitorial work.
- Performs other duties as required.

Minimum Qualifications:

- Graduation from high school or equivalent.
- Three years of full-time paid experience in janitorial work, two of which shall have been spent in supervising a crew of six or more janitors in cleaning an office or institutional building containing at least 50,000 sq. ft.
- Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University's insurance carrier reserves the right to exclude applicants based on their driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Heavy lifting, carrying, pushing and pulling up to 60 pounds.
- Bending, stretching, and reaching required.
- Some sitting and climbing, extensive crouching, kneeling and standing.
- Rarely but possibly working in extreme temperatures, wet, humid, and dusty environment. Possible contact with chemicals, loud noises and confined spaces.
- Will require use of protective equipment such as a hard hat, eye guards and hearing protectors.

Enjoy our competitive pay, benefits (medical, dental and vision) which start the first of the month following your date of hire, vacation, and retirement (403B – mandatory 5% contribution and 10% match upon eligibility).

Application Process: Please submit your resume, cover letter, and copies of the basic requirements to mcgeorgehr@pacific.edu or 916.739.7196.

Pacific McGeorge School of Law is an Equal Opportunity Employer.