

ROBERT SMITH

Janitor Supervisor

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Seeking a Janitor Supervisor position, Supervising the janitor and laundry staff to ensure that the proper implementation of facility sanitation is maintained, and also Supervising of the janitor and laundry staff with the operation of facility equipment.

AUGUST 2010 - APRIL 2010

JANITOR SUPERVISOR - ABC CORPORATION

- Directed janitors and utility workers in the cleaning of public buildings, the preparation of rooms for meetings, event set-ups and take-downs, office moves, and the performance of minor building repairs.
- Performed routine inspections to review work in progress and/or upon completion.
- Conducted walkthroughs and inspects buildings and areas to determine the need for cleaning, pest control, and reporting of safety issues or minor building repairs.
- Initiated and assigned work orders for maintenance and building repairs.
- Ordered, maintained, and issued supplies, materials, and equipment.
- Maintained electronic and paper records.
- Monitored attendance and worked schedules, approved leave requests and enters and maintains timesheets.

2005 - 2010

JANITOR SUPERVISOR - DELTA CORPORATION

- Supervise the cleaning of several banks, libraries, medical offices, etc.
- Assign schedules for 6 employees and ensure that all schedules are followed, Oversee appliance and equipment repair and maintenance, Manage cleaning.
- Cleaned Schools, office buildings, hotels, and condominiums, and also supervised up to 8 people on a daily basis.
- Cleaning the front of the school cafe trash bins playgrounds taking the trash out cutting grass made sure to supervised employees on if there doing there .
- I was janitor at one contract and supervised 12 Employees at 3 other contracts Accomplishments I would have to say that beside staying under budget.
- Used Learning how to deal with customers or in one-word politics.
- Self-employed janitorial service.

EDUCATION

G.E.D

SKILLS

Hard Worker, Cleaning, Leadership, Communication, Management, Assembly, Line Worker, Tutor, Crew Member, Hand Tools, Dependable, Dedicated, Strategy.