



Job Title:	Overnight Lead Janitor	Department:	Operations
Reports To:	Operations Manager	FLSA:	FT Hourly/Non-Exempt

Summary

This is a hands-on position responsible for the oversight of the overnight cleaning crew of the PPG Paints Arena in accordance with established guidelines and procedures under the direction of the Operations Manager.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Directs workers engaged in the general cleaning and the up keep of facility, including buffing, dusting, sweeping, mopping, vacuuming, and washing of interior glass, as well as clean up after events.
- Assist with cost controls and scheduling
- Provide leadership and mentoring to the cleaning staff.
- Ensures that all job assignments are completed during events or shifts.
- Inspects completed work for conformance to standards.
- Submits maintenance request orders for repairs and damages.
- Interprets company policies to workers and enforces safety regulations
- Keeps equipment in good working order while following safety procedures.
- Ensures proper use of all chemicals by housekeeping staff in accordance with MSDS.
- Enforce employee dress code and grooming standards.
- Studies production schedules and estimates worker hour requirements for completion of job assignment.
- Establishes or adjusts work procedures to meet production schedules.
- Maintains time and production records.
- Performs activities of workers supervised as needed.
- Provide cleaning support during daylight shifts when scheduled.
- Provide excellent customer service to both employees and guests.
- Completes necessary paperwork in regards to workplace injuries, accidents, and employee incidents.
- Perform other duties as assigned by the Operations Manager.

Supervisory Responsibilities

Supervises the post event housekeeping crew. Is responsible for the overall direction, coordination, and evaluation of the housekeepers on shift. Carries out supervisory responsibilities in accordance with AEG's policies and applicable laws. Responsibilities include training, planning, assigning, and directing work assignments along with working with the Operations Manager in regards to hiring, interviewing, appraising performance and discipline employees in conjunction with Human Resources; as well as addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of various cleaning compounds necessary to the position
- Supervisory experience
- Ability to read and understand English
- Ability to lift and push/pull objects weighing <50 lbs
- Ability to comprehend and follow written and verbal instructions
- Ability to operate various cleaning equipment both mechanical and manual

Education and/or Experience

High school diploma or general education degree (GED)

3+ years of previous experience in janitorial or related field

Skills and Abilities

Ability to work with minimal supervision; Strong customer service skills; Good verbal and interpersonal skills required; Professional presentation, appearance and work ethic; Ability to interact with all levels of staff including management; Ability to work irregular hours including, weekends and holidays – Primary shift is Midnight – 8:00 am.

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. This position will require a large amount of walking, stair climbing, and standing to access all seating areas. Position is not substantially exposed to adverse environmental conditions. This position may be exposed to high noise levels.