ADMINISTRATIVE POSITION ANNOUNCEMENT

Title: Custodial Supervisor

Department: Facilities Operations, Lincoln Center

Responsibilities:
- Administers and supervises custodial employees.
- Conducts and enforces building inspections ensuring departmental procedures.
- Administers policy and procedures promoting productivity while handling staffing issues effectively.
- Promotes prompt corrective action in handling complaints.
- Responsible for staff training and orientations.
- Oversees employee development.
- Modifies staffing, materials, equipment, schedules and procedures for improvement.
- Responsible for the overall management through the use of computerized systems.
- Organizes all working schedules and attendance including overtime and time-off efficiently.
- Coordinates special projects and working assignments.
- Responsible for inventory control of equipment and supplies.
- Coordinates and oversees custodial functions ensuring cleanliness and staffing for University events.
- Responsible for exterior grounds and snow removal.
- Carries University cellular phone and is available to provide coverage for after-hours emergencies.
- Perform other duties as assigned, including providing administrative support to the office of Facilities and Campus Operations.

Qualifications:
- H.S. diploma or equivalent required. Bachelor’s degree in related field preferred.
- Experience with databases and CMMS use preferred.
- Proficiency in MS Word, Power Point, Excel, and Access.
- Excellent communication skills.
- Ability to work independently with little or no supervision.
- Valid Driver’s License required.
- Minimum of three years’ experience in campus/custodial operations. One year of which shall be in a supervisory position managing staff

HOURS: Tuesday - Saturday, 11:00 pm to 7:00 am

Start Date: 10.1.18

Salary: Commensurate with experience

Send resumes to: Leslie Timoney, Associate Director of Campus Operations
timoney@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories