



## CUSTODIAL SUPERVISOR

The Washington State Fair Events Center is hiring a Custodial Supervisor to plan and manage a comprehensive custodial and sanitation maintenance program, including custodial teams, assessment of all part time, full time, and seasonal custodial staff. Supervise and schedule custodial teams by specific department throughout the Fair's calendar events and year-round facilities events. Effectively maintain custodial and sanitation departments to ensure the Washington State Fair facilities are cleaned and maintained with high level standard results. Other duties as assigned, which may be outside the above scope of work to support the organization's goals and objectives.

### ESSENTIAL JOB DUTIES

- Oversight custodial specific departments to include, Dining Room Cleanup, Dust Pan Patrol, Janitorial, Restroom Cleanup, Sanitation, and Grandstand Cleanup.
- Supervise up to 390 seasonal staff at any given time.
- Directly responsible to recruit, select, hire, assign, train, supervise, and evaluate custodial personnel.
- Manages staff success using appropriate positive interactions to ensure ongoing professional development and work accountability.
- Perform regular inspections of all building and ground's locations, providing feedback to ensure high standards of care, cleanliness, sanitation, repair, and appearance is maintained.
- Maintain specialty cleaning and standard cleaning procedures throughout the fairgrounds in various buildings before, during, and after scheduled events. This includes interior and exterior common use and special authorized areas. Cleaning of tables, chairs, and stages both indoors and outdoors.
- Oversight of staff job duties to include sweeping, vacuuming, mopping, scrubbing, cleaning windows, disinfecting surfaces, stripping floors, waxing and sealing floors, carpet cleaning, gather and empty trash barrels.
- Develop and implement appropriate safety training, standard operating procedures, and other in-service programs for custodial department staff with knowledge of commercial cleaning equipment, proper use, maintenance and repair as needed to complete cleaning tasks.
- Train employees in proper cleaning methods including Blood Pathogen Kits, cleaners and solvents, including application directives for safe mixing and disposal of chemical solutions.
- Coordinate, delegate & implement job duties to staff as directed by Operations & Facilities management by adhering to daily, weekly events, Spring and State Fair cleaning schedules with adequate staffing.
- Abide by safety standards to meet organization and state OSHA/WISHA compliance guidelines for use, labeling, and storage of cleaning products and equipment.
- Oversee Custodial operating budget and inventory control of cleaning supplies, paper goods, tools and equipment along with communicating and assessing needs and recommendations to implementation long-range custodial plans and goals.
- Plan, schedule and facilitate regular meetings to communicate department calendars and operational needs.
- Organize, stock and evaluate supplies and storage areas as reported by department leads.
- Communicate damage or areas requiring work order assignments from Operations including but not limited to building conditions which comply with health and safety standards.

## **IDEAL QUALIFICATIONS**

- Associates degree or equivalent from a college, technical or trade school; and 5 years of related experience and/or training; or equivalent combination of education and experience.
- Experience with the preparation and management of annual budgets.
- Familiar and competent with computer programs to create workflows, process work orders, document inspections, manage department database inventories, workloads, and operational information.
- Must be proficient and effective at planning, organizing, scheduling, overseeing, and evaluating programs and personnel.
- Must have the ability to work independently and as a contributing member of the Fair team, developing a positive atmosphere within the organization.
- Must have good people skills and the ability to work well with others, ability to pay attention to details and possess excellent organizational skills. Must work with deadlines and work well under pressure.
- Must have the ability to delegate assignments to custodial departments staff using clear and concise communication with follow up.
- Must have the ability to operate basic and specialty cleaning equipment and tools safely and effectively with the ability to recognize and maintain safety and non-safety problems.
- Must be skilled in oral communications with good organizational skills, flexibility, the ability to work well independently and under pressure.
- Must have the ability to analyze situations accurately and take effective actions to produce timely and effective solutions and results.
- Must have knowledge of various cleaning techniques, and use of cleaning equipment.
- Must have comprehensive knowledge of the proper use of personal protection equipment.
- Must have the ability to work as a contributing member of the Fair Facilities and Operations leadership team, developing a positive atmosphere within the organization.
- This position requires the ability to stand for up to 8 hours, work in all weather conditions, and lift and/or move up to 50 lbs. Interior and exterior work settings.

## **COMPENSATION & BENEFITS**

The pay range for this position is \$28.50 to \$43.50/hourly based on an assessment of knowledge, skills and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long term disability insurance and are able to enroll in the Fair's 403(b) plan. Employees accrue ten vacation days and eight sick leave days a year which can be used once accrued. Additionally, employees enjoy fourteen paid holidays throughout the calendar year.

## **HOW TO APPLY**

Please email cover letter and resume to [jillianc@thefair.com](mailto:jillianc@thefair.com). Job posting will remain open until the position is filled.