

RECRUITMENT



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FREDERICK region:

Custodian (Ft. Detrick) FT/PT Business Services

The Custodian will perform on-site custodial work as outlined in contract specifications. • Clean assigned indoor and outdoor work areas including, but not limited to: trash removal, dusting, vacuuming, sweeping/dust mopping, wet mopping, and disinfectant cleaning of restrooms. • Assist with periodical work such as, but not limited to: stripping and sealing of floors, carpet cleaning, and window washing. • Ability to learn and perform custodial procedures and techniques and to use light and heavy custodial equipment. • Attend all required agency meetings and training sessions. • Ability to understand and consistently follow all required safety procedures and policies. • Ability to convey a positive and professional image to employees and customers. • Ability to relate to and have an understanding of the needs of disabled and disadvantaged individuals. • Ability to lift up to fifty (50) lbs. with assistance over 50 lbs., and always using lifting belt correctly. • Capable of working on feet for long periods of time. • Ability to lift and move up and down

Custodial Supervisor (Ft. Detrick) FT Business Services

The Custodial Supervisor serves as the primary point of contact and has responsibility for managing the work performed by custodial crew members/leaders at assigned contract site(s) to ensure that work is completed to contract specifications within quality assurance guidelines. The supervisor serves as the initial point of contact for the customer. • Perform administrative duties related to hiring, evaluations, corrective counseling, and terminations in accordance with company policy and procedures. • Verify and coordinate schedules and report time worked for custodians, enter and approve time for payroll processing. • Provide training and leadership to assigned crew members in the performance of cleaning tasks, including but not limited to: dusting, sweeping/vacuuming, trash removal, wet and dry mopping, restroom cleaning, disinfection, and glass cleaning. • Perform daily quality assurance inspections of assigned work areas to ensure that cleaning is being completed in accordance with contract specifications and HGIs standards of cleaning. • Perform site visits with internal and external customers to discuss crew performance and schedules, and to resolve problems as they occur; communicate to manager any concerns that cannot immediately be resolved. • Schedule service maintenance on vans as needed. • Manage equipment and supply levels and forward supply and equipment orders to immediate supervisor for assigned sites. • Transport employees to assigned locations using company vehicles. • Ability to lift up to seventy-five (75) pounds with assistance over fifty (50) lbs. and always using lifting belt correctly. • Capable of working on feet for long periods of time. • Ability to lift and move up and down stairs. • Knowledge and understanding of, and ability to train staff in proper chemical usage and techniques. • Knowledge of current trends and practices in the usage and upkeep of light and heavy custodial equipment. • Knowledge of relevant workplace safety practices, proper use and storage of cleaning supplies/chemicals and associated Safety Data Sheets (OSHA HazCom), Blood Borne Pathogens, etc.

Horizon Goodwill Industries is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.