

## Janitorial Crew Manager

Palm Beach Hab Center provides services for Adults w/disabilities, the Janitorial Crew Manager supervises the day-to day operations of the crew supervisor and the mobile work crew. Be able to Bid on opportunities and renegotiates the current contract that are due for renewal. Communicate with Liaison and all contract managers associated with all crews and Enclave. Make sure crews and Enclaves are performing as required in the scope of services or as stated on each contract.

- Provide actual job task and safety orientation and training to the crew supervisors.
- Schedule or provide coverage for all supervised positions during absences or vacation.
- Make monthly contacts with all mobile work crew site customers to monitor and troubleshoot potential staff, client-employee performances and approve resulting in wages.
- Keep track of due dates from client-employee performance evaluations and make sure supervisors complete them on a timely basis at the end of initial situational period, probationary period and them yearly thereafter.
- Participate in the hiring and termination of work crew staff and complete performance appraisals at the end of the probation and annually thereafter.
- Evaluate existing work site and existing work sites and expand scope of services as necessary.
- Develop new work crews by interacting with liaison on a monthly basis to investigate new opportunities and develop independent opportunities for additional crews.
- Rebid all contracts as needed. Other duties as assigned by supervisor.
- Be available to fill in as crew supervisor while the crew supervisor is out on PTO or vacation.

Job Type: Full-time

Pay: From \$50,000.00 per year

COVID-19 considerations:

Palm Beach Habilitation Center has implemented protocols, guidelines and taken proactive steps to protect employees in the workplace. It is our goal to ensure that all essential services are continuously provided and that employees are safe while working.