

Custodial Services Coordinator

\$28,823 / year or higher DOQ + [Full-Time County Benefits](#). James City County General Services department seeks individual to perform responsible work overseeing, directing, and supervisor employees responsible for performing custodial and manual work in the care and cleaning of County facilities; and performing custodial and manual work as necessary.

Responsibilities

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities; maintains leave records and time sheets; inspects completed work for conformance to established standards.
- Assists with routine cleaning tasks such as dusting or polishing chairs, desks, tables, shelves, and other furniture; washes windows, woodwork and walls; gathers and disposes of trash.
- Cleans restrooms; operates carpet shampooers and high-powered buffers on floors; vacuums, sweeps, dust mops, strips and waxes floors.
- Monitors, orders, delivers and restocks supplies; performs preventive maintenance on all cleaning equipment.
- Assist with setup and tear down of functions and events.
- This job is considered essential personnel and will be required to work during and following natural disasters and emergency situations.

Requirements

- Any combination of education and experience equivalent to high school diploma; considerable custodial experience; supervisors experience preferred.
- Must possess or be able to obtain within 30 days of hire a valid Virginia driver's license and acceptable driving record based on James City County criteria.
- Knowledge of cleaning methods, materials, and equipment to include the operation of heavy commercial cleaning equipment such as high-powered buffers and vacuums.
- Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Skill in developing and maintaining cooperative and professional relationships with employees and the public; planning and organizing daily work routine; establishing priorities for the completion of work to meet strict deadlines.
- Ability to use equipment and cleaning materials efficiently and economically; establish and implement effective administrative programs and procedures.
- Ability to analyze and evaluate situations and exercise good judgement; handle a variety of customer service issues with tact and diplomacy in a confidential manner.

Accepting applications until 11:59pm EST on 01/04/2020, or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>

