



Position: Custodial Supervisor

Department: Operations

Reports to: Custodial Manager

FLSA Status: Part-time, Hourly, Non-exempt

Summary:

A Part-time Custodial Supervisor at the Peoria Civic Center ensures an excellent guest and patron experience during events by leading crew members in maintaining the cleanliness of the facility, including floors, common areas, meeting spaces, and restrooms.

Essential Duties and Responsibilities:

- Direct custodial staff and participate in performing cleaning duties as assigned to maintain sanitary and orderly conditions that will reflect a positive image of the facility.
- Promote the reputation and goodwill of the Peoria Civic Center through a well-groomed appearance and pleasant, helpful, and courteous interactions with customers, the public, and other employees.
- Ensure custodial staff use supplies and operate equipment in a safe, effective, and proper manner.
- Evaluate maintenance and cleaning needs before, during, and after events, directing custodial staff to address issues.
- Communicate maintenance needs to Custodial Manager or facility maintenance as needed, and in a timely manner.
- Be able to comprehend task assignment sheets, manufacturers' instructional labels, Safety Data Sheets, and other necessary information.
- Operate custodial power equipment, such as, but not limited to, floor scrubbing and/or sweeping machines, carpet extracting equipment and window washing unit.
- Ensure custodial staff return custodial equipment to storage in good operating condition and properly cleaned.
- Perform other duties as assigned.

Supervisory Responsibilities:

This role supervises part-time custodial staff.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work a flexible schedule, including nights, weekends, and holidays.

- Ability to work an overall part-time schedule, with no minimum hours per week.
- Must be 18+ years old to apply.
- Submit an online employment application.

Education and / or Experience:

- High school diploma/GED.

Skill and Abilities:

- English language fluency.

Computer Skills:

- Basic computer competency preferred.

Other Qualifications:

- Must have reliable transportation.

Working Conditions and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to move around the facility; speak and hear. This position may require work inside or outside of the building.
- Ability to work extended and/or irregular hours including nights, weekends and holidays as needed. Must have the ability to walk extended distances and climb stairs. Physical requirements include the ability to frequently lift up to 50 lbs., and occasionally up to 100 lbs.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants that need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at mjohnson@peoriaciviccenter.com.