



JOB DESCRIPTION

CREW SUPERVISOR

Reports To: Weaver TruClean Operations Manager

Job Summary:

Supervise/oversee janitorial services and grounds maintenance crew that will be responsible for cleaning and maintaining designated facilities. In addition to ensuring the quality of service provided to our external customer, the supervisor will be responsible for the oversight of Weaver TruClean crew members, individuals with disabilities, in alignment with the Mission of Weaver Industries.

Principal Duties:

Supervisory Duties

- Must complete and maintain certification; as well as understand the requirements set forth by the Department of Developmental Disabilities (DODD) and the County of Summit Board of DD(CSBDD)
- Must be eligible, capable and willing to drive a 12-15 passenger van to transport crew members to and from the worksite
- Must train and oversee crew members (per DODD rules and properly supervising and safety techniques, reviewing the training effectiveness)
- Must oversee the health and safety of all crew members
- Must maintain a Safety Program for crew members, reviewing for continuous improvements
- Must maintain all crew members' ISPs, making sure the most recent ISP for each crew member has at the work site (per DODD rules)
- Must follow MUI/UIR reporting procedures (per CSBDD and the DODD rules)
- Must report any changes or behavior issues to the crew member's Service & Support Administrator (SSA), the Weaver TruClean Operations Manager and the Employment Services Manager

Must complete and submit all required paperwork (tracking forms, etc.)

Janitorial Services / Grounds Maintenance

- Clean, sanitize and stock restrooms
- Clean common areas
- Empty all trash bins
- Sweep and mop
- Dust and vacuum
- Wash windows
- Remove debris (indoors and outdoors)
- Will be handling cleaning chemicals and using various cleaning equipment
- Must follow OSHA Safety Regulations
- Mow using a push mower or a riding tractor
- Trim around flowerbeds and obstacles
- Weed flower beds
- Rake
- Sweep walkways
- Assist with snow removal
- Must know Material Safety Data Sheets
- Must be able to perform all duties in cool, mild, and hot weather

Physical Demands

Regular attendance is an essential function of this position

Reasonable accommodations may be made to enable individuals with disabilities to perform the job. To perform the required duties, you:

- Must be able to work with your hands, walk, stoop, kneel, bend and reach with hands and arms
- Must be able to lift 30 +lbs., carry 30+ lbs.
- May work in conditions that may include exposure to blood-borne pathogens, communicable diseases, potentially infectious material and aggressive behavior

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. Personnel may, at times, be required to perform duties outside of his or her normal responsibilities.

Weaver TruClean is a division of Weaver Industries, Inc. The mission of Weaver Industries, Inc. is to maximize the independence and personal fulfillment of individuals with disabilities through community, business, and family partnerships. We provide this through vocational training and employment opportunities. **Weaver Industries, Inc. is an Equal Opportunity Employer.**