



Licking/Knox Goodwill Industries, Inc.
65 S. 5th Street • PO Box 828
Newark, OH 43058-0828
Phone 740-345-9861 • Fax 740-345-3191

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www.goodwillnewark.com

JOB# 14990471

POSITION: Janitorial Supervisor (2nd Shift)

SITE: COTC/OSU Newark Campus • 1179 University Drive • Newark, OH 43055

DAYS/HOURS: 40 hrs per week • Monday-Friday • 4:00pm-12:30am

DUTIES:

This position is responsible for the general supervision of assigned employees & assisting with the completion of assigned work tasks. Supervisory tasks include but are not limited to: Training, directing & assisting with evaluations, conducting quality control checks, assisting with the ordering & delivery of necessary janitorial supplies, maintaining & ensuring security of all company property and equipment, complying with all production standards and filling in for crew members during absences. Cleaning tasks include but are not limited to: Vacuuming, sweeping, wet and dust mopping, stripping and waxing floors, shampooing carpet, trash removal, restroom cleaning, vent cleaning, wall washing, window washing, high and low dusting, detail cleaning and snow removal.

REQUIREMENTS:

Must possess valid Ohio driver's license and be able to meet driving standards.
Employer conducts pre-employment background check and drug screen.

SKILLS/ABILITIES REQUIRED:

Experience supervising staff of 3 or more employees.
Must have the physical ability to walk long distances, stand & climb stairs for up to 8 hours with break.
Must be able to bend, twist, stoop, squat, reach, and lift/carry up to 35 lbs.
Must be able to communicate well with the public.
Must have ability to read directions and effectively communicate both verbally and in writing.
Must be able to work independently & unsupervised for long periods of time.
Must have attention to detail & be able to maintain accurate records.
Set up and tear down events during the week or on weekends

HOURLY SALARY: Up to \$16.00/hr • Non-Exempt

POSTING DATE: 12/02/15

APPLICATIONS ACCEPTED THROUGH: 12/09/15

HOW TO APPLY:

APPLY ONLINE! Complete Recruit Wizard for this position on our website at www.goodwillnewark.com

Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

NO PHONE CALLS, PLEASE.

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

Licking/Knox Goodwill is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

EOE/AA/M/F/Vet/Disability