



**Job Posting  
Part Time Janitorial Supervisor  
10/03/2017**

*Jobs with Purpose*

**Eastern Carolina Vocational Center Inc. has an opening for a Part Time Supervisor** in the JANITORIAL DEPARTMENT. This position is primarily responsible for overseeing the day to day duties of all housekeepers while performing routine cleaning of offices and public areas and maintenance of tile and carpet floors of various buildings. Assist in assigning housekeepers work schedule, timesheets and arranging special cleaning projects. Position will include supervision of a team of three people in a traveling cleaning crew. Person will be responsible for driving team to various locations for cleaning services. The hours are Monday-Friday 5:00pm-9:00pm.

**Some of the Essential Duties and Responsibilities are:**

- Inspects work performed to ensure that it meets specifications and established standards.
- Driving team members to and from various locations scheduled to be cleaned daily
- Provide guidance and direction to subordinates, including persons with disabilities
- Models how work is to be performed and/or fills in when needed.
- Check equipment to ensure that it is in working order.
- Inspect and evaluate the physical condition of facilities in order to determine the type of work required.
- Motivates subordinates to work well together to accomplish certain cleaning tasks.
- Assist with maintaining time sheets, production records, and other documents related to training, production, and quality.

**Position Requirements:**

Dependable transportation and attendance is a must. Supervisory experience is essential to this position. A valid driver's license will be required with a clean driving record. The starting salary is \$8.88/hour with an increase to \$9.32/hour after successfully completing the 90-day trial period.

**Education and Experience:**

- High School diploma or GED; or 1-2 years related experience and /or training or equivalent combination of education and experience.
- 1-2 years of supervisory experience in this field or 1 year of experience in janitorial and 1 year of supervisor-in-training.
- Knowledge of cleaning methods and procedures; knowledge of supplies, materials and equipment.

For consideration, please send resumes via fax to 252-830-1260, email: [ebrooks@ecvcinc.com](mailto:ebrooks@ecvcinc.com) or mail to Attention: Personnel, ECVC, 2100 N. Greene Street, Greenville NC 27834. Open until 10/10/2017.

800.758.4188 | 2100 N. Greene Street  
252.758.4188 | PO Box 1686  
FAX 252.830.1260 | Greenville, NC 27834