

Garden of the Gods Visitor & Nature Center

Custodial Supervisor

We are seeking to employ a Custodial Supervisor with an outstanding knowledge of cleaning procedures, maintenance, and supervisory skills. You will display natural leadership and possess excellent communication skills with a great eye for detail. Customer service is our business – we are seeking an outgoing people person!

The Custodial Supervisor will oversee the day-to-day duties and responsibilities of 4+ building attendants, with focus on providing the highest quality of service in our industry while creating a positive relationship with our employees, partners, and visitors. Your training, motivational, and coaching skills will be utilized daily.

To ensure success, our Custodial Supervisor should display strong problem-solving and decision-making skills with a solid understanding of building maintenance, repairs, refurbishments, cleaning and managing staff. Top candidates will be skilled at building maintenance and equipment procedures and have knowledge of health and safety regulations and practices. Fantastic organizational and time management skills are a must.

Our Custodial Supervisor will also need the ability to cope with frequent changes in priority of assignments and have the ability to respond to facility and customer service issues promptly and as needed throughout the day.

Custodial Supervisor Responsibilities:

- Comfortable engaging colleagues, guests, and partners in a professional manner and in a business professional setting. Effective at relationship building and good interpersonal skills.
- Prepares daily and weekly cleaning and maintenance schedules and allocates work as per forecasted workloads.
- Responsible for handling all building and customer service needs promptly.
- Schedules, supervises and trains building attendants and ushers on maintenance needs and theater register needs.
- Inspects site regularly to identify problems and necessary cleaning or maintenance.
- Leads customer service training and coaching for staff and volunteers.
- Cares for opening and/or closing managerial responsibilities for the facility
- Oversees all repairs and ensures that work is completed on time.
- Maintains all inventory and equipment and ensure proper storage.
- Complies with all health and safety regulations and practices on site.
- Conducts preventative maintenance work and safety inspections as scheduled.

Custodial Supervisor Responsibilities:

- High-School Diploma (or Equivalent)
- 2 years of experience as a maintenance supervisor (essential).
- Strong knowledge of cleaning procedures and maintenance.
- Solid understanding of health and safety regulations and practices.
- Effective budgeting and performance management.
- Fantastic organizational and leadership skills.
- Great eye for detail.
- Excellent communication and interpersonal skills.
- Works well under pressure and meets tight deadlines.
- Knowledgeable with computers, with capability in email, MS Office, and related communication tools.
- Great time management skills.
- Strong decision-making and problem-solving skills.
- This environment is dynamic and can shift quickly. Our ideal candidate must be solutions-focused and solve problems to meet the demands of multiple, concurrent requests while promoting a positive, team-supporting attitude.
- Comfortable engaging colleagues, guests, and partners in a professional manner and in a business professional setting. Effective at relationship building and good interpersonal skills.

Job Status

- FLSA Classification: This position is exempt according to the guidelines of the Fair Labor Standards Act and, as such, an individual in this position is not eligible to receive overtime pay.
- Full- or Part-Time: This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week.
- Work Location: This position's primary work site is located in Colorado Springs, CO. The nature and responsibilities of this position are such that it is not eligible for alternative worksite arrangements, such as working from home or telecommuting, on a consistent or recurring basis.
- Work Schedule: Sunday through Thursday. The usual business hours are from 9:00 A.M. to 5:00 P.M. Labor Day through Memorial Day, and between 8:00 A.M. to 7:00 P.M. throughout the summer season, Memorial Day through Labor Day. However, due to the nature of Visitor Center programming, this position will require a flexible work schedule to include some Saturday or evening programming and facilitation. The nature and responsibilities of this position are such that it is not eligible for flexible work scheduling, such as 4-day work week or alternate start/end times, on a consistent or recurring basis. At times, weekend and evening events may occur and need your support.

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 occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

- Work environment characteristics 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.
- Individuals in this position will generally work indoors and outdoors and will have a workspace designated solely for him/her. Necessary office furnishings, equipment and supplies will be provided by the Visitor Center. While performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time. The employee may periodically be required to work in an offsite environment or at special events, and from time-to-time may be asked to travel on Visitor Center business, at the Visitor Center's expense. The noise level in the work environment is usually moderate. Individuals in this position work in a public-facing environment daily.

Compensation:

\$19-\$22 hourly, commensurate with experience.