



OHIO
UNIVERSITY

**Classification and Qualification
Standards
Building Services
Manager**

MANAGER ROLE

Career Series: Housekeeping and Food Service	Job Code: 12125 Grade: E	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the managerial level classification has broad decision making authority and independence, and originates new policies and procedures. This classification requires extensive knowledge of cleaning practices and procedures, inventory control, and supervisory principles and techniques in order to manage the activities of a large cleaning operation and supervise staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supervises cleaning staff, reviews work and performance, and provides feedback.
2. Schedules and assigns all work activities.
3. Interviews candidates for cleaning positions.
4. Responds to inquiries, complaints, and grievances from employees and/or customers.
5. Maintains inventory, orders supplies, and coordinates repair and maintenance of equipment.
6. Prepares and maintains reports (e.g., attendance; payroll records; time sheets; building condition; paint requests).
7. Conducts training for employees.
8. Develops procedures and standards, and reviews and evaluates existing programs.
9. Assists with budgetary planning and preparation.
10. Serves as liaison to other departments, students, and external groups.
11. Perform other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of cleaning practices and procedures; employee training and development; supervisory principles and techniques; inventory control; asbestos removal procedures*; and budget procedures*. Skill in operation and maintenance of cleaning equipment and tools; and computer. Ability to handle inquiries and complaints; prepare and maintain reports; and serve as liaison to internal and external groups. (*developed after employment)

Minimum education & experience required (including training, registration & licensure)

24 mos. training or 24 mos. experience in cleaning practices and procedures, and operation and maintenance of cleaning equipment and tools. 9 mos. training or 9 mos. experience in employee training and development. 6 mos. training or 6 mos. experience in supervisory principles and techniques. 3 mos. training or 3 mos. experience in inventory control. 1 course or 3 mos. experience in operation of computer.
- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity