

Job Title: Night Manager

Position Purpose: To oversee a cleaning staff within multiple facilities in a given region. A night manager is the authority figure for the evening/night staff. This position insures all night activity that is required gets completed according to company guidelines that have been set forth. This position must have leadership qualities in order to build an effective team.

Major Job Functions:

- * Managing supervisors, leads and cleaners in all aspects of the companies requirements and policies
- * Nurturing supervisors and leads to take on expanded roles when needed
- * Management of all quality control systems
- * Completing regular scheduled inspections
- * Conducting job orientation for start up accounts
- * Playing a major role in start up accounts
- * Training of new staff members
- * Responsible for communicating problems, issues or concerns to the proper channel
- * Responsible for maintaining budget in each account
- * HR Responsibilities - Insuring all procedures and policies are followed

Other Job Duties:

- * Collecting payroll
- * Responsible for nurturing positive attitude amongst the staff
- * Responsible for working side by side at times with the staff to reinforce expectations and to build a team atmosphere
- * Assist Operations Director with ordering of supplies
- * Responsible for assisting / developing job cards
- * Responsible for helping to strategize the best way to clean a new account or a specific area
- * Managing the flow of activity