

**Job Title:** Operations Director

**Position Purpose:** To run the day-to-day operations. The sole purpose is to make the company more productive by implementing methods, processes, problem solving and insuring company programs are being followed. This position must have strong leadership in order to properly influence the staff to follow the companies vision.

**Major Job Functions:**

- \* Hiring of personnel & pro-actively looking ahead for possible staffing needs
- \* Management of all quality control systems
- \* Managing the training of all staff
- \* Regular scheduled meetings with all customers
- \* Managing / Strategizing flow of activity
- \* HR Responsibilities - Insuring all procedures and policies are followed
- \* Responsible for budgets
- \* Submitting billing to main office
- \* Submitting payroll to main office
- \* Managing day porter staff
- \* Managing floor care

**Other Job Duties:**

- \* Submitting supply orders for the facilities
- \* Helping / Assisting with start ups of new accounts
- \* Responsible for the strategizing of the best way to clean an account or area
- \* Responsible for developing or assisting with task lists for new accounts
- \* Work with supplier on specific needs of a facility
- \* Responsible for making sure day staff is being inspected
- \* Schedule special cleans
- \* Conduct regular scheduled meetings with your management staff