Supervisor - Facilities
UY4079

Job Overview:

The Supervisor – Facilities may work in any type of facilities location on client premises. This individual provides supervision at the direction of management on site to coordinate activities of workers and/or service employees engaged in facilities operations or services at either larger complex facilities or locations in the areas of commercial, health care, schools, universities, or other establishments. He/She coordinates, at the direction of management, key functions and between 3 and 10 employees during the normal course of business. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Serves as a working lead, coordinating activities of maintenance workers or service employees engaged in cleaning and/ or maintaining smaller, less complex facilities of commercial, health care facility, school, residence hall, or other establishments.
- Assists in ensuring a safe working environment throughout the facility for all employees.
- Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
- Responsible for the coordination of routine responsibilities of subordinates and assigns. responsibility for specific work or functional activities as directed by on-site management.
- Responsible for orientation and training of employees.
- Performs day to day assignments in addition to lead duties.
- Works with customers to ensure satisfaction in such areas as quality, service, and problem resolution.
- Takes an interest and initiative in the development of the facilities team.
- Complies with all company safety and risk management policies and procedures
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Applies all applicable OSHA and related local safety requirements to all assigned work.
- Performs all work in accordance with established safety procedures.
- Attends training programs (classroom and virtual) as designated.
- Applies some complex skills appropriate for the position.
- Adapts procedures, processes, tools, equipment, and techniques to meet the requirements of the position.

- Applies knowledge of department policies and procedures and utilizes a general understanding of other departments' functions.
- Typically leads 3 to 10 employees.
- May perform other duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED, or equivalent experience.
- 1 or more years of related work experience.
- Previous supervisory experience preferred.

Skills/Aptitude:

- Ability to coordinate the routine responsibilities of staff and resources.
- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to provide clear directions and respond accordingly to employees.
- Ability to use all relevant electronic and communication devices.
- Knowledge of and proficiency in all OSHA and local requirements related to all assigned work.

License/Qualifications

Certifications:

- Possess a valid driver’s license if assigned to drive a vehicle.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Attends work and shows up for scheduled shift on time with satisfactory regularity considering Sodexo time and attendance policy and/or client operating hours.
- Ability to work a flexible schedule.
- Must comply with any dress code requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).

- Ability to reach, bend, stoop, push and/or pull, and frequently lift 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally in an indoor setting, however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends, and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____ **Date**_____
Manager_____ **Date**_____