

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Supervisor, Janitorial Operations  
**DEPARTMENT:** Janitorial Services  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Supervisor, Janitorial Operations is responsible for collaborating with the Director, Campus Operations and the Plant Operations department to supervise and coordinate all janitorial services for the AFI Campus. The Supervisor, Janitorial Operations is also responsible for training new personnel and the overall management of the Janitorial Services team.

The Janitorial Services team is responsible for the upkeep of all buildings on the AFI Campus.

### **PRINCIPAL DUTIES:**

- Provide a clean and safe environment for staff, faculty, Fellows and visitors to the AFI Campus.
- Provide supervision, direction and feedback to the members of the Janitorial Services team.
- Provide training and guidance to the Janitorial Services team to ensure adherence to policies and/or procedures.
- Maintain the schedules for all Janitorial Services personnel; arrange coverage for Janitorial Services team members during absences to ensure janitorial standards are met.
- Monitor all department email communications to ensure timely responses to any and all requests.
- Provide day porter services for the campus and provide cleaning services for all AFI Executive Offices (e.g. CEO, CRO, CFO, HR and Finance).
- Check and maintain equipment and supply levels and coordinate reordering supplies with the Coordinator, Plant Operations.
- Review the work of the overnight Porters to ensure adherence to established AFI standards.
- Prepare and maintain work orders and instructions for the overnight Porters and Lead Porters based on input from Operations.
- Perform detailed daily cleaning of all campus restrooms.
- Manage the restocking of disposables/paper supplies, soap dispensers and deodorizers for all campus restrooms.
- Perform daily sweeping/mopping/vacuuming of all campus floors.
- Empty all trash and recycling receptacles and deposit in the campus dumpsters on a daily basis.

- Maintain and clean all campus kitchen/breakroom areas, including refrigerators and microwave ovens.
- Perform routine dusting of window blinds and window sills throughout all campus buildings.
- Perform routine dusting and cleaning of stairway railings and periodic high dusting inside all campus buildings.
- Inspects grounds and building entryways to empty trash/recycling receptacles or pick up any other debris.
- Perform periodic power washing and deck scrubbing of all campus building entrances and stairways as needed.
- Conduct ongoing inspections of the campus, observing and reporting any hazardous conditions to Plant Operations.
- Respond to emergency and routine cleaning requests.
- Check all unoccupied rooms to assess any items of value. Any personal items left behind must be turned in to Security for the Lost and Found.
- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- High School Diploma required; Bachelor's Degree preferred.
- Minimum three years experience in janitorial services or related field, with at least two years in a supervisory capacity.
- Minimum two years scheduling experience.
- Ability to maintain professional composure when handling high-pressure situations and difficult personalities.
- Ability to act effectively in making judgment calls regarding policy and procedures.
- Experience with observation techniques as it relates to maintaining janitorial standards.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Strong oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Personal integrity with the ability to inspire confidence and trust.
- Ability to lift and/or carry at least 50 lbs.

- Ability to perform work while standing for extended periods of time.
- Ability to climb stairs in an efficient manner.
- Ability to withstand prolonged exposure to inclement weather.

**SUPERVISION:**

The Supervisor, Janitorial Operations performs all duties and responsibilities under the guidance and supervision of the Coordinator, Plant Operations and Director, Campus Operations.