

Head Janitor, Residential Custodial Services
University at Buffalo, The State University of New York

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Posted Sep. 30, 2024, set to expire Aug. 4, 2025

Job Title	Head Janitor, Residential Custodial Services
Department	Residential Custodial Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/53128

Apply By Email

Job Description

The University at Buffalo's **Office of Residential Custodial Services** is seeking a candidate to fill the **Head Janitor** position. In this role, you will lead a team of dynamic and diverse individuals who are dedicated to the provision of safe, attractive, and well-functioning residential and related support spaces across UB's North and South campuses.

As the Head Janitor, your responsibilities include:

- Provide overall supervision and direction for the custodial team
- Coordinate the recruitment, selection, scheduling, onboarding and training process for Supervising Janitors, Janitors and Cleaners; monitor staffing levels and address vacancies
- Oversee, support, lead, and provide guidance to the custodial staff in the performance of a variety of cleaning processes and procedures
- Inspect facilities and the work of the custodial staff to ensure that functions are performed

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efficiently in compliance with site requirements and established standards, and that the residential facilities are suitable for safe operations

- Perform a variety of administrative tasks to include reporting, time and attendance, overtime process and procedure, ordering supplies and equipment and preparing/disseminating important information to staff
- Consult with the Associate Director to assist in planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives; make process improvement recommendations for consideration
- Address employee relation matters in collaboration with the Associate Director and Human Resources
- Plan and coordinate the annual residential turnover process

The successful candidate is highly organized, motivated, can accept and follow-through precisely on written and verbal direction. They consistently use good judgement, and are able to work independently and as part of a team.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About the Office of Residential Facilities

The UB Office of Residential Facilities (UBRF) reports to the Department of Housing Operations and is a dynamic unit within UB dedicated to delivering the best living and learning environments by designing, building, and operating safe, clean, functional, and sustainable facilities that serve as the bedrock of academic success at UB. Responsible for managing 117 buildings totaling 2.5 million square feet, UBRF serves as the backbone of campus housing, accommodating approximately 8,000 UB students annually.

About Student Life



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The Department of Housing Operations falls under the UB Division of Student Life. As an employee of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact