

Custodial Supervisor

Put your passion for the desert to work. To apply for an open position, please forward resume and letter of interest to hr@dbg.org, fax to: 480.481.8173, or mail to:

Human Resources
Desert Botanical Garden
1201 N. Galvin Parkway
Phoenix, AZ 85008

Full-time, Non-exempt

This position delivers a quality of excellence by providing leadership and support in developing, organizing and maintaining the execution of custodial operations, activities and staff, which result in keeping a well-maintained Garden facility that is comparable to the best museums and destination attractions in the nation. The Custodial Supervisor is responsible for the overall care and cleanliness of the behind the scenes facilities and public areas of Desert Botanical Garden.

Duties and Responsibilities:

- Supervise the daily cleaning operations of the Garden.
- Maintain Garden quality standards by completing daily quality control checks of cleaning duties.
- Work directly with Director of Operations, and third party vendors, regarding custodial management to ensure best quality of cleanliness for Garden guests.
- Set staffing goals and work with Director of Operations to develop logistical strategies to exceed cleaning standards.
- Perform daily and weekly routine cleaning and custodial maintenance on building facilities.
- Promote and provide exemplary guest service for all guests.
- Assume responsibility for cleaning supply inventory (cleaning supplies, paper products) for specific assigned work areas; order and re-supply from third party vendor when needed.
- Develop staffing schedules that fit the dynamic nature of Garden operations.
- Understand and demonstrate the proper use of safety practices & ensure training standards are maintained for the department.
- Provide staff with training; ensure procedural documentation & reports are updated and maintained on a consistent basis.
- Remove trash from buildings and trails.
- Schedule and lead special cleaning projects including cleaning carpets, waxing floors, scrubbing walls and cleaning glass.

- Respond to visitor and staff concerns in a manner that ensures a positive outcome for both the visitor and the Garden
- Understand and actively participate in Environmental, Health & Safety responsibilities by following established Garden policy, procedures and training
- Perform other duties as assigned

JOB REQUIREMENTS:

1. Five (5) years of custodial experience; Three (3) years of supervisory experience preferred
2. Ability to work weekends and holidays
3. Knowledge of supervisory practices and principles
4. High level of self-motivation with a strong attention to detail
5. Knowledge of OSHA regulations regarding chemicals used in cleaning
6. Ability to operate floor equipment
7. A valid driver's license with an acceptable driving record and the ability to operate a motor vehicle
8. Ability to work well under pressure and multi-task effectively
9. Ability to lift and move items up to 50 pounds
10. Good communication and time management skills
11. Flexibility and dependability of schedule, to include weekends, holidays and evenings

Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes and to cultivate individual and institutional excellence.

The benefits of regular employment at Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.