ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Custodial Supervisor

DEPARTMENT: Custodial Services, Rose Hill

RESPONSIBILITIES:

• Oversees post office duties; sorting, delivery, preparation of incoming/outgoing packages and mail.
• Responsible for compliance regulations with the Federal Post Office.
• Supervises inventory control, checks, reorders supplies; manages cash receipts; handles cash transactions, money orders, daily reconciliation of all transactions.
• Familiarized with general postal services; expertise in planning, executing and accomplishing goals. Leads staff by demonstrating creativity and latitude.
• Administers and supervises custodial employees.
• Conducts and enforces building inspections ensuring departmental procedures.
• Administers policy and procedures promoting productivity while handling staffing issues effectively.
• Promotes prompt corrective action in handling complaints.
• Responsible for staff training and orientations.
• Oversees employee development.
• Modifies staffing, materials, equipment, schedules and procedures for improvements.
• Responsible for the overall management of computerized systems.
• Organizes all working schedules and attendance including overtime and time-off efficiently.
• Coordinates special projects and working assignments.
• Responsible for inventory control of equipment and supplies.
• Coordinates and oversees Custodial functions ensuring cleanliness and staffing for University events.
• Carries University Cellular phone and is available to provide coverage for after-hours emergencies.

QUALIFICATIONS:

• Bachelor’s degree preferred.
• Three (3) years’ experience in custodial supervision required.
• Good communication and planning skills.
• Attention to detail required.
• Must be able to work flexible hours and be available in emergencies.
• Valid NYS Driver’s License required.

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to: Bob Freda, Director of Campus Operations
Fordham University
441 East Fordham Road
Bronx, New York 10458
custodialrh@fordham.edu
No phone calls please.

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