



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

IMMEDIATE OPENING

Job Title: PT Environmental Solutions Supervisor
Department: Environmental Solutions
Supervisor: Senior Director of Environmental Solutions
Hourly Rate: \$29.25

Human Resources Representative Melissa M. Vele, Director of Human Resources. Applicants can submit their resume via: e-mail hronline@javitscenter.com or fax (212 216-4484).

Position Summary

The Environmental Solutions Supervisor has the responsibility of coordinating, implementing and overseeing the work of a staff assigned to a specific project and/or area. To identify assignments and responsibilities, establish work deadlines and ensure completion of activities of both cleaning and set up. Creates assignments and distributes workload. Upholds and adheres to the Customer Service standard of the Javits Center.

Major Duties and Responsibilities

- 1 The position requires a high level of energy and commitment with strong attention to detail
- 2 Responsibilities will include but are not limited to show/building and grounds
- 3 Customer Service oriented, strong interpersonal skills, ability to maintain composure under stressful situations
- 4 Work as liaison between the building & show management, interacting with customers during events to assure customer's specification and expectations are met
- 5 Ensure all areas of the building, show and grounds are clean and maintained at the highest standard
- 6 Enforce and comply with all safety guidelines, report incident, procedure or safety violations to management
- 7 Oversee and supervise all aspects of cleaning services, includes supervising a full and part time cleaning staff
- 8 Will be responsible for the group of staff directly supervising
- 9 Ability to instruct workers in fundamental cleaning procedures and assist in the training and development of cleaning staff
- 10 Ensure that cleaning staff understands their assignments and have the appropriate tools and materials to work with throughout the shift
- 11 Maintain cleaning and set up equipment properly
- 12 Evaluate employee performance, initiates disciplinary action when appropriate
- 13 Promotes a safe and disciplined environment
- 14 Must be able to work under strict deadlines
- 15 Perform other related duties as assigned by the Sr. Director of Environmental Solutions, Sr. Manager or Manager (s) of the Department

Preferred Skills, Knowledge and Experience

- 1 Must demonstrate a knowledge of cleaning equipment, chemicals, processes and waste removal
- 2 Must be able to motivate, coach and train staff
- 3 Must have a strong supervisory background, with a minimum of 3 years of experience supervising in a building cleaning, hotel/event or hospital environment
- 4 Excellent communication, Bi lingual preferred but not required
- 5 Customer Service skills is essential

Special Conditions of Position

- 1 Must be punctual, ability to work flexible hours, to include weekends and holidays, dictated by the business, overtime is required
- 2 The position will require availability between the hours of 7pm to 10AM and ability to work 10 hour shifts as required.
- 3 **Must be** able to walk and stand for long periods of time throughout a 22 acre facility. Capable of maneuvering oneself through crowded show floor conditions. Work in all types of weather conditions

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATIN IS AN EQUAL OPPORTUNITY EMPLOYER