



JOB DESCRIPTION

Position: Shift Supervisor

Reports to: Resident Manager

Fax: 416.253.5151 or **Email:** jobs@hurleycorp.com

Purpose of the Job:

Supervises the servicing of an assigned area within the budget required and to maintain company and customer quality standards.

Major Responsibility Area:

- Directly controls budgeted hours for the assigned location.
- Assigns daily tasks and responsibilities to employees.
- Inspects the work on an ongoing basis to ensure performance is at the expected levels.
- Assists Manager in improving work schedules.
- Responsible for site Orientation and training of new cleaning personnel.
- Trains and implements Health & Safety procedures.
- Maintains time keeping records for all personnel.
- Provides disciplinary counseling to employees outlining expectations.
- Respond to customer requests and ensure follow up.
- Identify and resolve problems on site and inform or involve the Manager as necessary.
- Responsible for inventory control and the daily Preventative Maintenance Program.
- Perform all assigned duties as requested by the Resident Manager.



Qualifications of Incumbent:

- Minimum two years supervisory experience in Maintenance Services.
- Ability to manage multiple priorities and execute tasks with minimal supervision.
- Superior Customer Service skills.
- Problem solving capabilities with conflict resolution experience.
- Computer experience an asset.
- Able to work within the confines of a Collective Agreement
- Must be able to speak and write English
- Supervisors are required to obtain security clearance requiring a criminal record check and fingerprinting.
- Flexibility to work various shifts and able to work Monday through Sunday.

All interested candidates should submit their resume to Human Resources Coordinator via email jobs@hurleycorp.com or fax: 416-253-5151