

Job Title: Building Supervisor

Job Overview: The Ukrainian Educational & Cultural Center in Jenkintown, PA is seeking a Building Supervisor to oversee its custodial team and ensure the effective maintenance and cleanliness of our facilities. The Building Supervisor will report to the Executive Director and be responsible for managing custodial staff, coordinating cleaning schedules, and maintaining inventories of cleaning supplies and equipment. The ideal candidate will have strong leadership abilities, excellent organizational skills, and a commitment to maintaining high standards of cleanliness and maintenance.

Responsibilities:

1. Supervise and coordinate the activities of building custodial staff, including assigning tasks, providing training and guidance, scheduling workers, and evaluating their performance. .
2. Develop and implement cleaning schedules and procedures to ensure all areas of the building are cleaned and maintained according to established standards.
3. Monitor inventory of cleaning supplies and equipment, and coordinate procurement and replenishment as needed.
4. Maintain cleanliness and neatness of outdoor grounds. Seasonal responsibilities include scheduling of grass cutting, trimming of shrubs, snow removal and salting of walkways, as needed.
5. Conduct regular inspections of facilities to identify maintenance issues, safety hazards and cleanliness concerns, taking appropriate actions to address them.
6. Respond to maintenance requests and emergency situations promptly and efficiently, coordinating with maintenance staff and outside contractors, as necessary.
7. Maintain records of cleaning activities, posted cleaning logs, inventory levels, and maintenance work, preparing reports for management as needed.
8. Ensure compliance with safety regulations and company policies, including proper handling and disposal of cleaning chemicals and adherence to safety protocols.
9. Foster a positive work environment and promote teamwork, professionalism, and high morale among custodial staff.
10. Collaborate with the office to address cleaning and maintenance needs and provide excellent customer service.
11. Manage community areas within the building and prepare them for scheduled events.

12. Stay informed of industry best practices, new technologies, and developments in cleaning and maintenance techniques, and implement improvements as appropriate.
13. Keep the Executive Director informed of building and grounds deficiencies and personnel issues.

Qualifications:

- High school diploma or equivalent.
- Experience in building maintenance, custodial services, or facility management.
- Knowledge of cleaning techniques, equipment, and chemicals, as well as maintenance procedures and safety regulations.
- Basic knowledge of electrical and plumbing preferred.
- Excellent leadership and interpersonal skills, with the ability to motivate and inspire custodial staff and foster a positive team environment.
- Organizational and time management skills, with the ability to prioritize tasks, manage multiple projects, and meet deadlines.
- Effective communication skills, both verbal and written, with the ability to communicate clearly and professionally with staff, management, and building occupants, and outside contractors.
- Problem-solving and decision-making abilities, with the capacity to resolve issues and address challenges in a timely and effective manner.
- Basic computer skills preferred.
- Flexibility to work evenings, weekends, and holidays as needed, and respond to emergencies outside of regular business hours.
- English language proficiency. Proficiency in Ukrainian, a plus.

Skills:

- Leadership
- Team management
- Facility maintenance
- Knowledge of cleaning and sanitation procedures

- Inventory management.
- Problem-solving
- Communication
- Organization
- Time management
- Effective Customer service

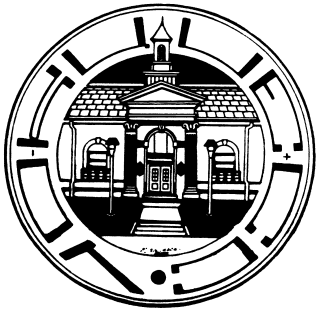
Benefits:

- Competitive salary
- Paid time off

Motivated and dependable individuals are encouraged to apply for this Building Supervisor position. Join our team and help us maintain a clean, safe, and welcoming environment for our occupants and visitors.

To apply, please fill out the attached application form for Building Supervisor below. Complete and submit your application form by email to contact@ueccphila.org . For additional information, you may contact the office at 215-663-1166. Office hours are Monday through Friday 9am to 4pm.

We look forward to reviewing your application!



Ukrainian Educational and Cultural Center
Український Освітньо-Культурний Центр

700 N Cedar Road, Jenkintown, PA 19046

Building Supervisor

Application for Employment – Заява для прийому на роботу

(Please print – Просимо розбірливо заповнити)

Last name: _____ First name: _____

Прізвище: _____ Ім'я: _____

Address (Адреса):

City (Місто): _____ State (Штат): _____

Zip (Пошт. Індекс): _____

Home phone (домашній телефон): _____

Other phone (додатковий телефон): _____

Mobile phone (мобільний телефон): _____

Email (електронна пошта): _____

Are you eligible to work in the United States and can you provide proof of eligibility?

(Чи маєте право працювати в Сполучених Штатах Америки і чи у Вас є документи які підтверджують це право?) _____

If you are under 18 years of age, do you have a certificate permitting you to work?

(Якщо Вам менше ніж 18 років, чи у вас є документ який дозволяє працювати?) _____

Have you been convicted of or pleaded no contest to a felony within the last five years?

(Чи були Ви, протягом останніх п'яти років, засуджені за будь-який кримінальний злочин?) _____

If yes, please explain (Якщо так, будь ласка, вкажіть обставини): _____

Are you currently employed? (Чи Ви працюєте в даний час?) _____

Work History (Трудова діяльність)

Please list your employment history – beginning with your most recent employment. Indicate a period of employment, employer, address, job title, and describe your responsibilities. (Розпишіть історію Вашого працевлаштування, починаючи з останньої посади. Вкажіть період працевлаштування, роботодавця, адресу, посаду, а також опишіть свої робочі обов'язки)

Education (Освіта)

Please list all education that you would like us to consider (Будь ласка, перерахуйте всю освіту, яку Ви бажаєте, щоб ми прийняли до уваги).

Licenses/Special Certifications, etc. (Ліцензії/Спеціальні сертифікати, тощо): _____

References (Поручителі) preferred (бажано)

Please provide the names of three references, their contact information and your relationship to them. (Будь ласка, запишіть трьох поручителів, їхню контактну інформацію, та Ваш зв'язок з ними).

Language Skills (Мовні навички)

What languages do you speak? (rate your proficiency on a scale of 1-somewhat to 5-fluent)

Якими мовами Ви розмовляєте? (оцініть ваше знання шкалою від 1-трошки до 5-досконало)

In which languages can you read and write? (rate your proficiency on a scale of 1-somewhat to 5-fluent)

Якими мовами Ви пишете та читаєте? (оцініть ваше знання шкалою від 1-трошки до 5-досконало)

Skills (Вміння)

List any skills you have (e.g. carpentry, plumbing, etc.)

Перелічіть будь-які Ваші навички (напр. теслярство, сантехніка, тощо)

Are you a member of the UECC? Are any family members? Do any family members work for the UECC?

(Чи Ви є членом УОКЦ? Чи хтось з вашої родини є членом? Чи хтось споріднений з Вами працює в УОКЦ?)

Work/time limitations (Обмеження спроможності по роботі або часу)

Are there certain times that you will be unable to work and certain specific functions that you would be unable or unwilling to perform? (Чи є періоди, коли ви не можете працювати, і певні функції, які ви не можете або не бажаєте виконувати?).

The Ukrainian Educational and Cultural Center is a non-profit, community organization dedicated to promoting Ukrainian culture and heritage in a non-partisan, inclusive manner. We expect our employees to be familiar with our mission and contribute to it. By submitting this application I acknowledge my willingness to comply with the above.

Please note. If the Personnel Committee selects you for employment, you must submit to the office, no later than the conclusion of your probationary period (3 - 6 months), proof that you have obtained the following background clearances: PA Child Abuse History Clearance; PA State Police Request for Criminal Records Check; Federal Criminal History Record. UECC does not reimburse potential employees for completing this mandatory paperwork.

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I agree that you may contact previous employers, references and educational institutions listed on this application.

Український Освітньо-Культурний Центр є неприбутковою громадською організацією яка присвячена розповсюдженню української культури і спадщини без уваги до політики, конфесій, і.т.п. Ми очікуємо від робітників центру, що вони ознайомлені з нашою місією і готові допомагати в її реалізації. Подаючи цю заяву я підтверджую свою згоду з вищезазначеним.

Зверніть увагу! Якщо комітет з питань персоналу відбере Вас на роботу, не пізніше закінчення випробувального терміну (3–6 місяців), Ви повинні надати до нашого офісу доказ того, що Ви отримали такі сертифікати про проходження перевірок: PA Child Abuse History Clearance; PA State Police Request for Criminal Records Check; Federal Criminal History Record. УОКЦ не відшкодовує потенційним працівникам витрати на заповнення цієї обов'язкової документації.

Я заявляю, що вся інформація про мене в цій заяві і будь-якими додатками до неї є правдивою і повною. Я погоджуюсь і розумію, що фальсифікація даної інформації може призвести до звільнення мене з роботи.

Я розумію, що вся інформація подана мною в цій заяві буде перевірена. Я погоджуюся на незалежні перевірки, а також даю згоду контактувати зі згаданими в цій заяві роботодавцями, закладами освіти та поручителями.

Signature (Підпис)

Date (Дата)