Job Summary

Company

[PORTCO, Inc](https://jobs.localjobnetwork.com/company/profile/PORTCO-Inc/034A62DACF614DED9842506AF81E8FBE)

Employment Term and Type

Regular, Part Time

Work Hours (i.e. shift)

Varies

Salary and Benefits

17.40 per hour

Required Education

High School or Equivalent

Required Experience

1+ years

Team Lead - Washington DC - NACE

Washington, DC

Job Description

Summary/ General Description of Responsibilities:

This position is responsible for assisting in ensuring that the duties and responsibilities of those persons assigned to them are completed in accordance with the established contracts.  This position will assist with the coordination of information concerning inspections and maintenance of required equipment and documentation and training.  This position is supervising work crews and perform contractual duties as required.

Specific Responsibilities:

* Assist in overseeing in house services such as custodial duties, maintenance/repair and other assigned services.
* Inspects work performed to ensure that it meets specifications and established standards.
* Instructs and trains employees in work policies and procedures and the use and maintenance of equipment; health and safety procedures and other relevant trainings.
* Assists in planning and preparing employee work schedules.  With the assistance of the Material Expediter, inventories stock to ensure that supplies and equipment are available in adequate amounts.
* Prepares activity and personnel reports.  Maintains required records of work hours, payroll, work performed and other tracking information.
* Participates in staff training and development activities.  Attends all mandatory meetings.
* Performs and assists with direct labor duties as necessary.
* Oversees and assists with the vocational needs of those employees with varying disabilities.

Accountable for:

* Timely completion and accuracy of all work.
* Working closely and harmoniously with other employees.
* Adherence to contract requirements, company policies, and all safety and health regulations.
* Punctual attendance.

Work Conditions/ Environment:

Work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

While performing the duties of this job, the employee is frequently exposed to weather conditions prevalent at the time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

* Work is performed mostly indoors.
* Subject to hazards associated with working in a health care environment that may cause personal bodily harm; diseases, cuts, bruises, burns, common colds, influenza, dust, odors, and elevated noise levels.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential and non-essential functions.
* Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
* While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear.  The employee must frequently lift and/or move up to 100 lbs.  Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Authorities and Limitations of Authority:

* As assigned.

Job Requirements, Mandatory:

* Thorough knowledge of modern housekeeping practices, procedures, systems, and equipment.
* Thorough knowledge of safety practices as related to work.
* Thorough knowledge of health service techniques and practices.
* Thorough knowledge of contracts and compliance issues.
* Ability to establish and maintain effective working relationships with co-workers, hospital staff, and government officials.
* Ability to follow directions, understand work rules and procedures.  Ability to accept constructive criticism.
* Ability to work independently with minimal supervision.

Job Requirements, Preferred:

* High school diploma, GED, or suitable equivalent preferred.
* Prior cleaning or janitorial experience
* Completion of Background check
* Completion of on-the-job training.
* Resilient to noise.
* Physically agile.
* Excellent communication skills.

PORTCO is an Equal Opportunity Employer. Minorities, Women, Veterans and Individuals with disabilities are encouraged to apply.