



Capable individual needed to assist in the day-to-day operations a lively local non-profit's janitorial social enterprise. Individual will report to our Operations Manager and must be willing to have a hands on approach to assist homeless clients in gaining job skills by providing methods, standards and on-site supervision. Project Place has served adults experiencing homelessness for more than 42 years and is an Equal Opportunity Employer. Position includes competitive pay commensurate with experience, 401K with employee match, and health and dental cafeteria plan.

Job Title: Janitorial Supervisor
Reports to: Operations Manager
Position Type: Full Time

Responsibilities Include:

- Report to and work with Operations Manager to successful execute daily enterprise operations
- Be a willing and engaged supervisor who can participate alongside clients and provide an example of good workmanship
- Assist with enterprise scheduling, planning and execution in accordance with contract and quality standards
- Continually improve on established policies and procedures while striving to maximize efficiency and bring innovation
- Other tasks as assigned by the Operations Manager

Qualifications: Some administrative skills helpful but not required. Knowledge of environmental services, facility maintenance and/or janitorial experience required. Prior supervision experience preferred. Valid Massachusetts Drivers license required. Sensitivity to issues surrounding homelessness and passion for organizational mission a must.

Please send information to:

Suzanne Kenney
Executive Director
Project Place
1145 Washington Street
Boston, MA 02118
skenney@projectplace.org (put Janitorial Supervisor in subject line)