

MINNESOTA LANDMARKS JOB DESCRIPTION

Effective Date: 8/2026

JANITORIAL SUPERVISOR

The Janitorial Supervisor is responsible for supervising the janitorial staff in the cleaning and set-up functions of Landmark Center, ensuring a high standard of cleanliness and operating efficiency for tenants, rental clients and building visitors. This position schedules and supervises a full crew of janitors in the cleaning of offices, public spaces, restrooms and other spaces. The position also works collaboratively with the Events staff and Community Programs staff to ensure efficient and proper set-up of equipment and needs for Landmark Center's events.

The Janitorial Supervisor works with the Building Superintendent to secure and oversee all contracted janitorial work and related projects within the historic building; and participates in the purchasing of custodial supplies and equipment for the Maintenance Department. This is a non-exempt, salaried position, reporting to the Building Superintendent.

Janitorial Leadership, Management & Service Delivery Responsibilities and Duties

1. Assist the Building Superintendent in operating, maintaining and securing Landmark Center.
2. Schedules and supervises the work of the janitorial and security staff, conducts maintenance crew performance evaluations, maintains personnel records and forwards personnel reports and issues to the Building Superintendent and the Executive Director.
3. Participates in the hiring process for janitorial staff.
4. Directs set-up and removal of tables, chairs, equipment and other materials for meetings, displays, exhibitions and concert events.
5. With the Building Superintendent, supervises the cleaning and maintenance of the property grounds, including all entrances, sidewalks, loading dock area, trees, flowers, and other landscaping elements; and oversees all snow removal.
6. With the Building Superintendent, develops and conveys responsible safety practices (ie, for janitorial cleaners, industrial chemicals, heavy lifting and proper operation of equipment) and ensures that maintenance staff is following proper safety protocols in their positions.
7. Supplies knowledge of cleaning methods and materials for maximum effectiveness in results and cost. Controls inventory and maintenance of cleaning tools, equipment and supplies; requisitions replacements as needed and approves purchase orders and invoices for submission to the Building Superintendent.
8. Assists the Building Superintendent in the preparation and monitoring of budget items for cleaning and maintenance performed by the janitorial staff.
9. Works with the building automation system to control lighting, HVAC units and security system and helps trouble shoot problems and solutions.

Required Knowledge, Skills, and Abilities:

- High school degree or equivalent required; additional schooling desired (associates or college). Demonstrated proficiency in English is required.
- Minimum of 2-3 years' supervisory experience in the care, cleaning, and security of a large office building.
- Working knowledge of present methods of janitorial maintenance; experience with event set-up and activities a plus.

- Knowledge of security and safety practices appropriate to large, public buildings; ability to interact professionally and proactively with the public on a daily basis.
- Ability to express self orally and in writing in dealing with office staff, building tenants and public, and the maintenance and custodial staff.
- Must be able to multitask, prioritize and creatively solve problems on building maintenance issues in an historic building and use deductive logic for troubleshooting building systems and equipment with the maintenance staff.

Working Environment: Indoors - 80%, Outdoors - 20%

Physical Qualifications:

Demonstrated physical ability to:

- Climb up and down stairs and ladders as needed
- Use olfactory, auditory and visual senses for work responsibilities
- Utilize full manual dexterity (i.e. sitting, squatting, bending, crawling, kneeling, lifting, walking, manipulating tools with limbs extended).
- Manage snow sweepers, shovels and other equipment for removing snow.

Salary Range: \$55,000-\$62,000 (plus benefits) depending on qualifications.

To Apply: Submit cover letter, resume with qualifications and references by email to the Minnesota Landmarks Office (admin@landmarkcenter.org) or by mail/delivery to: Minnesota Landmarks, 75 Fifth Street W., Suite 404; St. Paul, MN 55102