



**JOB TITLE:** CREW LEAD  
**REPORTS TO:** FIELD OPS MANAGER/OR AREA MANAGER  
**FLSA STATUS:** FULL-TIME OR PART-TIME  
**DEPARTMENT:** OPERATIONS  
**LOCATION:** OMAHA BRANCH

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### **Job Overview:**

This position is responsible for ensuring buildings are clean to client specifications and cleaners complete their assignments on a daily basis. Also ensures 100% compliance with all company guidelines, policies and procedures.

### **Job Duties\*:**

- Assist and carry out all areas of building service activities.
- Supports Field Ops Manager and/or Area Manager in scheduling and assignment of employees.
- Ensure cleaning is done to ABM and Client specification.
- Maintain excellent customer service relationship with client.
- Leads and motivates all staff as directed by Field Ops Manager and/or Area Manager.
- Conducts on-going inspections to confirm compliance with contractual obligations.
- Ensures staff has all tools, supplies and equipment to satisfy the day-to-day cleaning.
- General cleaning duties: Engaged in washing, cleaning, scrubbing, rinsing, dusting, sweeping, vacuuming, polishing, disinfecting, wiping, mopping, scraping, spraying, restrooms, halls, floors, offices, etc., or moving furniture, supplies, removing trash, supplying toilet rooms, loading and unloading trucks, gardening, complete wall, ceiling, light, Venetian blind washing and moving furniture, assisting maintenance person, shall be considered in the above classification.
- Ensures and complies with all safety requirements
- Accepts accountability for building key's, building masters and all access cards.
- Treats all employees and customers with RESPECT, FAIRNESS and DIGNITY.
- Other duties as required by Field Ops Manager and/or Area Manager according to site demands.

*\*Job duties may be modified at any time.*

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Note: This job description does not represent a contract of employment. Employees are hired on a "at will" basis. ABM reserves the right to change and/or modify this job description at any time and for any reason.



**Education/Training:**

- Training in the cleaning industry or building management field is preferred but not required

**Job Knowledge/Experience:**

- Previous cleaning experience desired but not required
- Previous supervisory experience desired but not required
- Stable work history for a minimum of one year.
- Extensive Background Check Required
- Ability to work flexible hours to meet the business needs.

**Language/Communication Requirements:**

- Must be able to read, write and speak English.
- Must possess good interpersonal skills.

**Writing Skills:**

Must be able to write basic business documents in English

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**ABM is an Equal Opportunity Employer AA/M/F/V/D**