



Employee Name: _____ Supervisor Name: _____

Janitorial Area Manager:

The Area Manager is the person in charge to supervise the custodial operation performed in movie theatres and commercial buildings on a daily basis. The Custodial Supervisor is responsible for planning, assigning, and supervising the work and training of Cleaning Technicians engaged in cleaning and minor maintenance tasks. Specific oral and written instructions accompany major assignments, but the Manager makes ordinary decisions and is responsible for planning work schedules and methods. Work is performed under the general supervision of a Regional Leader and work is reviewed based on results obtained. The essential functions of the area manager are:

- Supervise employees engaged in keeping movie theaters and buildings clean and orderly.
- Instruct Cleaning Technicians in proper custodial and safety methods.
- Keep time and attendance records.
- Assign employees to accomplish assigned tasks.
- Reassign and adjust crews to respond to seasonal peaks and valleys and special engagements.
- Record all picked-up lost and found items and report to the theater manager.
- Prepare written disciplinary actions, memos, and employee performance appraisals.
- Inspect periodically all areas of theaters/buildings assigned, including lobbies, game rooms, hallways, restrooms, auditoriums and concession areas, stairwells, and tenant locations for cleanliness and unusual activity. (Checkpoints)
- Check equipment for proper working conditions.
- Respond to requests of Regional Leaders and/or office.
- Act as a liaison between cleaning technicians and the company.
- Participates in ongoing supervisory skill development maintaining up-to-date knowledge of current technical practices and policies conducted by the office.
- Demonstrates continuous effort to improve operations, decrease turnaround times, and turn-overs, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

The onboarding process consists of the following steps:

Prior to Start:

- Confirm all new hire paperwork is complete BEFORE STARTING.
- Review job descriptions/duties and discuss dress code.
- Review work schedules/hours and confirm the start date.
- Prepare work area to ensure equipment and supplies are ready
- Confirm receipt of Ehub login information and review how to clock in/out.
- Review safety and security policies/Slip Resistant Shoes/Storm Drain Program (if applicable)
- Send a request to IT for email, phone, iPad, Divvy Card, MileIQ, and any other required devices.



Week one:

- New area management is required to have a training, within the first week of hire, at the Simply Right Corporate Office, where they will be trained about clocking in/ out process and all about eHub (employee portal and timesheet) review and submission process. Reviewing schedule and hours, breaks, meal policies, ethics, code of conduct, safety, and security policies, hiring and termination procedures, company culture, and work styles, budget, schedules, purchasing procedures, payroll, expenses, checkpoints, etc.
- We will conduct a general job orientation and tour the work area, employees, and Theatre Management.
- Set up devices, confirm functionality, and ensure that they understand usage policy.
- Review employee evaluations and set goals with them.
- Start training program:
 - 1) Internal → Training on-site, with Regional Manager. Procedures and techniques for cleaning different areas. Maintenance of equipment. Safety.
 - 2) External → CleanCheck Training System from Spartan. HR will create a user and will send to the employee the credentials and all the login information. The employee will need to complete the following courses:
 - Carpet Care
 - Food Processing Sanitation
 - Hard floor care
 - Restroom Care
 - Kitchen Sanitation
 - OSHA GHS HAZCOM
 - Pandemic Disinfection
 - Employee Personal Workspace Cleaning
 - The ABC's of Cleaning Chemistry.
 - Sexual Harassment

Month One:

- Continue to provide regular feedback on work.
- Ask for feedback from employees
- Review past work and any upcoming changes
- Ensure the employee is progressing.
- Check that employee payroll is running smoothly
- Ensure employee knows the scope of work for each building assigned.
- Ensure that Checkpoints and inspections are made in time and manner

After 3 months:

- Schedule an informal performance review.
- Review past work with the employee
- Set performance goals
- Give and ask for feedback
- Check progress on training.

Employee Signature: _____ Supervisor Signature: _____