



Employee Name: _____ Supervisor Name: _____

Janitorial Regional Manager:

The Regional Manager is the person in charge to supervise the area manager and custodial operations performed in movie theatres and commercial buildings on a daily basis. The Regional Manager is responsible for planning, assigning, and supervising the work and training of Area Supervisors in cleaning, paperwork, policies, customer, and employee relationships, etc. Lead a team that drives the execution of the category plans. Work is performed under the general supervision of the Director of Operation and work is reviewed based on results obtained.

The essential functions of the regional manager are:

- Supervise, train, and support area managers.
- Instruct area managers in proper custodial and safety methods.
- Keep time and attendance records and have all timesheets ready for payroll processing in time.
- Assign area managers to accomplish assigned tasks and buildings.
- Supervise and manage financial oversight of the monthly budget.
- Manage, develop, and nurture client relationships and act as a liaison between the clients and Simply Right.
- Supervise written disciplinary actions, memos, and employee performance appraisals.
- Inspect 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)
- Plan and implement weekly staff meetings with area supervisors to supervise and provide training and support in staffing levels to ensure proper productivity, employee relations, evaluations, recruitment process, payroll, budget, and any related matters.
- Respond to requests of the Director of Operations and/or office.
- 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.
- Send a request to IT for email, phone, iPad, Divvy Card, MileIQ, and any other required devices.

Week one:

- New Regional Manager 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, budgeting 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 area supervisors
- 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: _____