



Team Lead

Job Title: Team Lead

Job Type: Independent Contractors

Reports to: Cleaning Supervisor

Location: Jacksonville, FL

We are a professional cleaning company that specializes in basic, deep cleaning, move In/Out cleaning, Post construction cleaning, one Time cleaning, recurring cleaning, commercial cleaning, and janitorial services. Cleaning time Pro was founded in 2002 in Daytona Beach, FL. At Cleaning Time Pro we focus on the customer, thorough cleaning, and quality of service.

GENERAL JOB DESCRIPTION

The Team Lead is responsible for leading a team of cleaning technicians, ensuring that they work together effectively to meet Cleaning Time Pro's standards and customer expectations. This position requires the ability to plan and organize, motivate and supervise the team.

DUTIES AND RESPONSIBILITIES

1. Team management: Manage a team of cleaning technicians by leading work activities and providing guidance. Ensure that work assignments are completed in a timely and efficient manner.
2. Quality control: Ensure that team members are complying with Cleaning Time Pro's cleaning standards and customer requirements. Inspect work areas to ensure high-quality standards are met and identify areas where work can be improved.
3. Training and development: Train and develop team members to ensure job skills are improved, job knowledge enhanced and personal growth is encouraged.
4. Customer service: Engage customers in a professional manner, answering queries they may have and ensure their needs are met.
5. Safety and Health: Adhere to safety protocols and company policies, including the use of personal protective equipment and hazardous substance handling and disposal. Ensure team members are trained and aware of these policies.
6. Administrative tasks: Record and report team attendance, job progress, equipment inventory, job reports and incident reports to the Supervisor.

QUALIFICATIONS FOR THE JOB

EDUCATION

High school diploma or GED

EXPERIENCE - Previous experience in the cleaning industry as a team lead or supervisor.

- Excellent communication and interpersonal skills.
- Ability to plan and organize, manage and supervise a team.
- Good problem-solving skills.
- Good knowledge of cleaning techniques and best practices.
- Clean criminal record.
- Valid driver's license.

KEY COMPETENCIES

- The Team Lead will work both indoors and outdoors. This includes being exposed to different weather conditions for extended periods of time.
- This job description is not intended to be all-inclusive. The Team Lead may perform other duties as assigned by the Supervisor.

PHYSICAL REQUIREMENTS

This position requires standing, walking, bending, and reaching for extended periods of time. Must be able to lift a minimum of 50 lbs.

