



CUSTODIAL SERVICES OPERATIONS MANAGER WESTCHESTER COUNTY

Location: Yonkers, NY 10701

Division: Employment & Day Services

Status: Full-Time, Non-Exempt

Build a brighter future...For those with special needs AND for yourself!

Since 1947, Jawonio has advanced the independence, well-being and equality for people with disabilities and special needs. We take tremendous pride in making a positive difference in the lives of the individuals and families whom we support and now we're looking for a compassionate and caring person who wants to enrich their own life and the lives of others by working alongside a talented team of professionals in a working environment of personal accountability, mutual respect and most of all a true sense of teamwork.

The **Custodial Services Operations Manager** will manage the accounts of contracted cleaning sites in Westchester County and oversee site supervisors and/or cleaning staff at various sites. Oversees the operations of the Jawonio Cleaning Services in the absence of the Director; Substitutes for various managers and supervisors as needed for coverage of PTO time.

Education & Experience:

- Associate's degree or equivalent from two-year College or technical school.
- 5 years of related experience and/or training.
- Equivalent combination of education and experience.
- Supervisory experience required.
- Experience working with people with disabilities preferred.

Additional Requirements:

- Requires flexing regular schedule including evening and possibly holiday work.
- Daily access to an automobile is required. A valid NY or NJ State Driver's License for 3+ years, ability to drive and driving record acceptable for agency insurance coverage are required.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.



How to Apply:

Please send Resumes to:

Jawonio Inc
Human Resources Department
260 N. Little Tor Road
New City, NY 10956

Or by Fax to (845) 639-3530

Or by E-Mail to jobs@jawonio.org

We encourage all qualified applicants to apply.

Jawonio, Inc. does not base employment decisions on an individual's race, color, sex/gender, genetic predisposition, sexual orientation/preference, religion, age, national origin, disability, military or veteran status or any other characteristic protected by federal, state or local law. In addition, Jawonio, Inc. may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. Please advise us if you need assistance with the application and/or interview processes.

Please Understand: Jawonio is a great place to work. We receive hundreds of applicants annually and also appreciate your interest working for Jawonio, Inc. Due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

For a full listing of all open positions at Jawonio, please visit us online at www.Jawonio.org/careers