

JANITORIAL SUPERVISOR
Classification Level NE 4
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External : 2/25/2026

Hours: 40

Apply to: Morgan Hyatt

REPORTS TO: Director of Operations

HAS DIRECT REPORTS? Yes

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Janitorial Supervisor oversees the daily cleaning and sanitation operations across KAC facilities to ensure safe, clean, accessible, and welcoming environments for individuals with special needs, staff, volunteers, and community members. This leadership role combines hands-on janitorial work with team supervision, scheduling, quality control, and compliance with health/safety standards. As a key member of the operations team, the Janitorial Supervisor helps support KAC's mission of fostering growth, empowerment, and success for people with special needs by maintaining high standards of cleanliness and facility readiness.

TYPICAL RESPONSIBILITIES:

1. Supervise, schedule, and evaluate janitorial staff, including participants in vocational training programs.
2. Develop and implement daily, weekly, and monthly cleaning schedules and checklists for all facilities.
3. Perform hands-on janitorial duties as back up when needed, including but not limited to: floor care (sweeping, mopping, vacuuming, carpet cleaning), dusting, trash/recycling removal, restroom sanitation, window cleaning, disinfecting high-touch surfaces, and minor spill cleanup.
4. Ensure all cleaning is performed in a manner that is sensitive to the needs of individuals with disabilities.
5. Order, track, and maintain inventory of cleaning supplies, equipment, and PPE; ensure cost-effective purchasing and proper storage.
6. Conduct regular inspections and quality audits of cleaning work; provide feedback, coaching, and corrective action as needed.
7. Maintain compliance with OSHA, health department, licensing, and nonprofit accreditation standards related to facility sanitation, infection control, and safety.
8. Communicates as needed with direct reports during all hours of operation
9. Promote a positive, team-oriented work environment aligned with KAC's values of respect, inclusion, and empowerment.
10. Document and report maintenance issues, safety concerns, or needed repairs to the Facilities Supervisor.
11. Participates and conducts staff meetings, training sessions, and professional development opportunities.
12. Responsible for the safety of all persons served under this position's supervision.
13. Participates in required amount and type of staff development activity as specified by annual staff performance plan which includes engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
14. Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- High school diploma or GED

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

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- Minimum 3–5 years janitorial/custodial experience, with at least 1–2 years in a supervisory or lead role.
- Knowledge of cleaning chemicals, equipment, safe handling practices, and infection prevention protocols.
- Strong leadership and interpersonal skills; ability to motivate, train, and provide constructive feedback to a diverse team.
- Excellent attention to detail, time management, and organizational abilities.
- Must have a valid driver's license, reliable transportation, and a good driving record

PREFERRED QUALIFICATIONS:

- Associate's degree and/or relevant certification
- Experience in a nonprofit, healthcare, school, or community service setting (familiarity with serving individuals with disabilities is a plus).
- Second language skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 90% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 100 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources, and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

While on duty personnel are required to wear uniforms and maintain them to State DOT standards.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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