POSITION DESCRIPTION
Operations Manager

This is a salaried position, Monday through Friday, 7:45 am to 6 PM (hours will vary). This position reports directly to the President of Clean As A Whistle. Job duties and work hours are subject to change at any time.

- Run morning Technician meeting starting at 7:55 am, as needed.
- Check info@cleanasawhistlehouston.com for job inquiries, surveys and customer service issues. Monitor throughout the day.
- Supervise Technicians and Assistants in the field. Visit CFU appointments, as needed.
- Answer Sales call overflow (4th ring), schedule jobs and take messages, as needed.
- Address all customer service issues that require an onsite visit.
- Price list formulation and updates
- Order all cleaning products. Work with Facilities Manager
- Review equipment maintenance log books with Facilities Manager.
- Review Technician upsells for accuracy.
- Approve Technician Day off and Late schedule

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