

1. Operations Systems Coordinator (Scott backup Howie)

Responsibilities:

- Coordinate and manage **work order system and task prioritization**
 - Develop and maintain **custodial standards**
 - Build and maintain **daily, weekly, and seasonal work schedules**
 - Coordinate **project timelines** (summer, breaks, small projects)
 - Serve as point person for **operational issue tracking and resolution workflow**
 - Ensure all work is **assigned within systems**
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2. Quality & Compliance Coordinator (DeWayne back up Scott/Howie)

Responsibilities:

- Develop and maintain **grounds standards**
 - Develop and maintain **preventive maintenance plans**
 - Conduct **all inspections and quality audits**
 - Track **deficiencies, trends, and corrective actions**
 - Own **safety systems and compliance tracking**
 - Chemical handling
 - PPE adherence
 - Hazard communication
 - Maintain **all documentation, logs, and reporting**
 - Ensure **regulatory and inspection readiness**
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3. Resources & Ordering Coordinator (Howie backup Scott)

Responsibilities:

- Manage **all ordering of supplies and equipment**
- Monitor and maintain **inventory levels across buildings**
- Develop and manage **supply distribution systems**
- Recommend **product and equipment standardization**

- Track **supply and equipment budgets**
- Evaluate **product effectiveness and cost efficiency**
- Coordinate **vendor relationships (ordering)**

4. Leadership & Planning Team (Melissa, Howie, Scott, DeWayne)

Purpose

Align priorities, make decisions, and plan projects across all systems.

Meetings

- Monthly (with additional meetings as needed)
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Key Responsibilities

- Resource Planning
 - Identify what to buy, replace, or eliminate
 - Review needs, costs, and standardization
- Priorities & Planning
 - Align on immediate, upcoming, and future needs
 - Ensure work is realistic and coordinated
- Projects
 - Identify major projects
 - Assign a lead
 - Assign who will meet vendors, get quotes, and schedule work
- Vendors
 - Determine vendor involvement
 - Assign responsibility for communication and quotes
- Hiring
 - Identify staffing needs and hiring priorities
- System Alignment
 - Ensure Operations, Quality, and Resources stay connected
 - Address gaps or inefficiencies

