**Gary Armstrong**

673 Bedford Road ● Alexandria, VA 22301 ● (999) 999-9999 ● garmstrong@email.com

**LEAD CUSTODIAN**

**SUMMARY:** Conscientious with 6+ years’ track record of providing leadership to custodial staff. Known for planning and overseeing custodial work and maintaining a high standard of safety and cleanliness.

**CAREER HIGHLIGHTS**
• Demonstrated expertise in coordinating cleaning plans and schedules of custodial staff members
• Proficient in inspecting the performance of custodial staff to ensure compliance to cleanliness and maintenance standards
• Well-versed with methods, materials, chemicals and equipment used in custodial work
• Adept at working independently and maintaining a collaborative and positive working environment

**CORE PROFICIENCIES**

|  |  |  |
| --- | --- | --- |
| • Staff scheduling | • Safety standards | • Leadership |
| • Staff Communication | • Hazardous materials | • Training |
| • Sanitation | • Grounds-keeping | • Disinfection |
| • Alarm systems | • Machine operations | • Cleaning plans |

**SELECTED ACHIEVEMENTS**
• Led a marathon cleaning run, during which an entire 12 floor building was cleaned within 6 hours
• Invented a powerful cleaning concoction dubbed “Marty”, which was completely safe for use, owing to all natural ingredients
• Earned high respect for suggesting cooperative communications team building exercises, which resulted in increased work efficiency
• Trained 8 groups of custodial staff within 16 weeks, so that they could be deployed to a newly opened office building

**WORK HISTORY**

SHAMROCK FOODS COMPANY, Alexandria, VA | 5/2010 to Present
**Lead Custodian**
• Determine custodial staffing needs and figure out which staff members are suitable for what type of work
• Select and train staff members to perform specific custodial work such as cleaning, mopping and sanitizing
• Create and coordinate cleaning plans and oversee staff activities to ensure that appropriate standard of safety and cleanliness is maintained
• Assist staff members in choosing the right equipment and tools to handle their work
• Maintain inventory of cleaning equipment and supplies and coordinate with vendors and suppliers to ensure procurement on timely basis
• Inspect facilities and grounds to ensure that proper upkeep of both is maintained
• Provide feedback post inspection and lead staff members to perform cleaning and maintenance work in areas that were previously ignored
• Demonstrate appropriate use of equipment, keeping safety issues in mind
• Perform minor repairs on buildings and fixtures and handle operations of boilers and gas heaters
• Maintain records of staff members, supplies and equipment
• Assure that the security needs of the building are met properly by setting up and disarming alarm systems

GREENVILLE TECHNICAL COLLEGE, Alexandria, VA | 1/2008 to 5/2010
**Custodian**
• Swept and mopped floors in classrooms, offices and hallways
• Ascertained cleanliness of counters and furniture by performing dusting and wiping activities
• Mixed cleaning and disinfecting liquids in safe quantities and performed disinfection work on door handles, floors, windows and furniture
• Emptied and washed waste paper bins and ensured that trash was appropriately disposed off
• Washed windows, walls and ensured appropriate sanitization of bathrooms
• Assisted in setting up and cleaning rooms for special events
• Handled minor grounds-keeping work by providing assistance to gardeners
• Performed minor repair and maintenance tasks such as changing bulbs and repairing fixtures

**EDUCATION**
Diploma: ALEXANDRIA HIGH SCHOOL, Alexandria, VA – 2008