

JOE SANCHEZ

PROFESSIONAL SUMMARY

As a Head Custodian I was dedicated to maintaining cleanliness of school facilities and classrooms. Skillful in quickly preparing classrooms for students, overseeing and monitoring grounds for general repairs. Positive and energetic working with minimal supervision. Dependable Head Custodian with comprehensive background in cleaning services and grounds maintenance. As a Head Custodian with team player mentality, maintained a good working relationship with staff. Skilled at staying on task and meeting deadlines. Trustworthy with 37 years of experience cleaning school facilities. Successful in earning "Exemplary Status" at a School site for the Williams Act Inspection. Known for completing task on hand and meeting deadlines within required timeframes.

WORK HISTORY

04/1986 to Current

Business Owner/Operator

Sanchez Cleaning Service – Gonzales, CA

- Oversaw end-to-end business processes to maintain proficiency and profitability.
- Optimized team hiring, training and performance.
- Introduced new methods, practices and systems to reduce turnaround time.
- Prepared bank deposits and handled business sales, returns and transaction reports.
- Organized and attended trade shows and special events to showcase products, network with other businesses and attract new customers.
- Oversaw business budget planning and administration, accounting functions, purchasing and bi-weekly payroll to handle financial needs.
- Trained and coached new and existing employees to boost staff productivity.

07/2022 to 09/2022

Interim Assistant Director of Operation, Grounds

Salinas City Elementary School District – Salinas, CA

- Completed timesheets and project reports on time to maintain district files for future reference.
- Developed vendor relationships to improve networking.
- Established departmental performance goals and provided feedback for underperforming areas.
- Maintained routine landscaping schedules to boost lawn health.
- Monitored expenditures to mitigate risk of overages.

- Oversaw supply chain functions to verify inventory levels and budget adherence.
- Evaluated company documentation to verify alignment with regulatory requirements.
- Drafted and distributed reports to assist Administrator / board members with critical business decisions.
- Collaborated with management and fellow supervisors to organize operations to achieve demanding schedule targets.
- Assisted with weekly project planning and crew scheduling.
- Inspected machinery to spot damage and note needed maintenance repairs.

12/1978 to 06/2014 **Head Custodian**

Salinas City Elementary School District – Salinas, CA

Supervised and trained custodians, organized work schedules, maintained budget for custodial supplies as needed. Inspected school grounds to insure safety of students and staff.

- Moved furniture for cleaning and set up for special events.
- Ran variety of cleaning machines such as floor machines designed to strip, wax, extract and top scrub floors and carpets.
- Maintained cleanliness of restrooms by washing down and properly sanitizing walls, floors and toilets.
- Helped outside crew complete grounds maintenance tasks such as mowing grass, trimming bushes and removing debris.

03/1976 to 02/1979 **Construction Laborer**

Laborer's International Local 297 – Salinas, CA

- Attended safety trainings and workshops offered by employer, bolstering overall knowledge of appropriate measures and determining areas requiring improvement.
- Erected and removed temporary structures such as trench liners and scaffolding to meet team needs.
- Brought materials and tools from trucks and storage facilities to work site locations and organized for expected needs.
- Observed safety regulations on job sites to minimize accidents.
- Prepared job sites for work plans by measuring and marking different distances.
- Directed traffic away from hazardous locations to protect team members and general public.
- General Construction duties included: Laying pipe, welding, framing, asphalt, concrete, and landscaping.

EDUCATION

06/2009

Associate of Arts: Behavioral Sciences

Hartnell College - Salinas, CA

05/2007

Certificate of Completion: Leadership And Supervision Skills

Association of California School Administrators - Salinas, CA

ACSA Leadership Academy: coursework included study in fiscal management, leadership and supervision skills, contract management, legal issues, evaluation and discipline, and presentation skills.