

Title:	Brief	Description
Day to Day	Manager	Day to Day planning (manager turn to weekend orders)
Day to Day	Manager	Looks to seven to ten days ahead for hiring needs
Day to Day	Leaders	Team leads help their team members plan and schedule work, learn to solve problems, and work effectively with each other.
Day to Day	Leaders	Sanitation team members, are leaders who can manage themselves between different teams, this is crucial to establish a good team performance that must be well managed by team leaders, who are responsible for fostering good relationships and addressing problematic ones within their teams.
Day to Day	Leaders	Lead the team by convincing them to get the go ahead and the resources to hire people/ work with the team to complete the projects.
Day to Day	Manager	Shadowing each leader for a week and analyze their emails, conversations, and their actions.
Day to Day	Leaders	Leaders are to act as a bridge or liaison between their teams and other teams, departments , and divisions in a company.
Day to Day	Manager	Board meetings you must gain perspective about the company and its industry, operating methodologies, governance and view points.
Day to Day	Manager	Face to face contact with others, obtaining and sharing information
Day to Day	Leaders	Every monday, employees are asked via email to respond to two questions, " What are you going to get done this week? And what did you get done last week that you said you were going to do? Roll it into an email.
Day to Day	Manager	Administrative ability of its leaders rather than on their technical abilities
Day to Day	Manager	Implement a daily strategy for the team by establishing a clear vision for leaders
Day to Day	Manager	Establish good work ethics by being productive and result oriented by planning, organizing, leading and controlling the daily activities of task to be completed by the sanitation team.
Day to Day	Manager	Scheduling crews, plan's, handling inventory and dispersing PPE with team leads, dispersing sanitation tools assigned to each employee and or by 5s shadow board, cost analysis from basic accounting.
Human Resources	Manager	Manage all human resources, with diverse work force.
Human Resources	Manager	Communicate, communicate and communicate some more
Human Resources	Manager	Leading and motivating workers to achieve personal and organizational goals that align
Team Work	Manager	Everyone has to know the plan, its status, and areas that need special attention.
Human Resources	Manager	Controlling, is monitoring progress toward goal achievement and taking corrective action when progress isn't being made.

Control Standards	Manager	Basic control process involves setting standards to achieve goals, comparing actual performance to those standards, and then making changes to return performance to those standards.
Control Standards	Supervisor	Supervisors are responsible for implementing the change or strategies generated by top managers.
Team Work	Entry Level	Entry level employees who are directly responsible for producing a company goods and services
Control Standards	Standards	Managers include monitoring, teaching, and short-term planning.
Control Standards	Standards	Managers engage in plans and actions that produce results within two weeks
Control Standards	Standards	Managers determine what needs to be done for that day.
Meetings	Manager	Each quarter employees enter their plans for meeting the company's objectives. These plans are then made visible to everyone else at the meeting
Human Resources	Manager	Motivate to manage(interact with supervisor(s), participate in competitive situations, behave assertively towards others, tell others what task are to be completed, reward good behavior and punish poor behavior, perform actions that are highly visible to others, and handle and organize administrative tasks.