



# 3-Year Manager Training Program for Cleaners

## **Objective:**

To train and prepare three individuals for managerial roles within the company by equipping them with the necessary skills, knowledge, and experience during a structured three-year program.

## **Year 1: Foundational Skills Development**

Focus: Mastering Cleaning Standards and Workplace Practices

### 1. Training Areas:

- Understanding company cleaning standards and protocols.
- Familiarity with cleaning products and equipment.
- Time management and efficient task execution.
- Workplace safety and hazard identification.

### 2. Responsibilities:

- Perform cleaning duties to meet company standards.
- Shadow experienced team members for additional guidance.

### 3. Evaluation:

- Monthly performance reviews with direct feedback.
- Set personal and professional growth goals for the year.

## **Year 2: Operational Knowledge**

Focus: Expanding Skills Beyond Cleaning

### 1. Training Areas:

- Client interaction and communication skills.
- Inventory management and supply ordering.
- Problem-solving techniques for day-to-day challenges.
- Observing managerial tasks like scheduling and staff coordination.

### 2. Responsibilities:

- Act as a team lead on small projects to build leadership skills.
- Assist managers with operational tasks, such as monitoring quality checks.

### 3. Evaluation:

- Bi-annual progress meetings.
- Participation in internal workshops or training programs.

## **Year 3: Leadership Preparation**

Focus: Transitioning to Management

### 1. Training Areas:

- Team leadership and conflict resolution.
- Effective scheduling and resource allocation.
- Financial basics: budgeting, invoicing, and payroll insights.
- Training and onboarding new hires.

### 2. Responsibilities:

- Take on leadership roles during manager absences.
- Oversee a team on specific cleaning projects.
- Conduct quality assurance checks and client follow-ups.

### 3. Evaluation:

- Quarterly evaluations with feedback from both upper management and team members.
- Final assessment: Demonstrate readiness by managing a full day of operations independently.

## **Program Completion**

Recognition and Transition:

- Successful participants will be formally promoted to management roles.
- A special ceremony or event to celebrate their achievement.
- Managers will receive an onboarding package, outlining their new responsibilities, pay structure, and goals for their first year as leaders.

# Benefits for Managers at Lusso Clean

## 1. Competitive Pay

- Starting at \$20 per hour with opportunities for raises based on performance and company growth.

## 2. Professional Growth Opportunities

- Access to ongoing training and certifications to enhance skills and leadership capabilities.

## 3. Paid Time Off (PTO)

- Vacation days, sick leave, and personal days to maintain a healthy work-life balance.

## 4. Bonuses and Incentives

- Performance-based bonuses and rewards for meeting or exceeding goals.

## 5. Flexible Scheduling

- The ability to adjust schedules for work-life balance while ensuring business needs are met.

## 6. Free Transportation

- Company-provided vehicle for work-related transportation needs, ensuring convenience and saving on commuting costs.

## 7. Managerial Autonomy

- The authority to lead their teams, make decisions, and grow their branch of the business.

## 8. Recognition and Rewards

- Monthly or annual recognition programs for exceptional performance, including Employee of the Month awards or similar acknowledgments.

## 9. Professional Perks

- Company-sponsored events, holiday bonuses, or memberships to professional organizations.

## 10. Opportunity for Equity or Profit Sharing

- Potential to earn shares in the company or participate in a profit-sharing program as the business grows.

## 11. Tools and Resources

- Access to company-provided equipment, such as smartphones, laptops, and cleaning technology, to support their role effectively.

## 12. Career Advancement

- Clear paths to higher positions or even partnership opportunities within the company.

## 13. Employee Discount Programs

- Discounts on cleaning services for personal use or family.

## 14. Supportive Work Environment

- A culture that values feedback, collaboration, and continuous improvement.

Here's how you can present the information to potential candidates:

# Types of Managers We're Looking to Train

## 1. Operations Manager

- Oversee day-to-day cleaning operations, ensure service quality, and coordinate scheduling for teams.

## 2. Team Manager

- Lead and mentor cleaning teams, provide support, and foster a positive and efficient work environment.


## 3. Client Relations Manager

- Act as the main point of contact for clients, address concerns, and ensure customer satisfaction and retention.

## 4. Logistics Manager

- Manage the distribution of cleaning supplies, monitor equipment usage, and handle transportation logistics.

Interested in Joining Our Team? Here's How to Contact Us!

 Email us: [lussoclean@gmail.com](mailto:lussoclean@gmail.com)

 Call or text us: 202-996-5665

 Visit us online: [www.lussoclean.com](http://www.lussoclean.com)

We'd love to hear from motivated and passionate individuals who want to grow with Lusso Clean. Whether you're an experienced cleaner looking to take on more responsibility or someone with management experience in another field, this program could be your next big opportunity!

Don't wait—contact us today!