

**Command Spanish® Program Data Sheet**  
for  
*Spanish for Custodial and Maintenance Supervisors*

**Materials Description and Content:** *Spanish for Custodial and Maintenance Supervisors* (SCMS) is published by Command Spanish®, Inc. and consists of a 90 page manual with accompanying audio files. In addition to a special section devoted to pronunciation, SCMS contains the following work-specific language sections: General Exchanges, Communication Strategies, Holiday Greetings, Numbers, Complimenting Employees, Employment Issues, Time and Work Schedule Issues, Work Regulations, Security Policies, General Supervisory Phrases, Medical Emergencies, Safety Issues, Quick “Esto” Commands, Cleaning Procedures, Cleaning floors and Upholstery, and Maintenance. SCMS also contains the following appendices: Glossary, Spanish Surname System, Dates, Spanish Alphabet, Signs, Other Useful Expressions, Measurements and Fractions, Metric Equivalents, Telling Time, and Money Matters.

**Program Description:** This program is a comprehensive treatment of the language used by custodial and maintenance supervisors when speaking with employees by providing immediate access to functional language skills for non-Spanish-speaking supervisors. The language component utilizes phonetic encoding to address pronunciation of the most important Spanish commands, questions, and phrases pertinent to daily interactions between supervisors and Spanish-speaking employees. **No prior knowledge of Spanish necessary.**

**Goal:** To provide non-Spanish-speaking supervisors with specific Spanish language skills so that they will be able to better manage their Spanish-speaking employees with routine employment, medical, and safety issues, as well as specific workplace commands—thereby promoting better employer/employee relations, a safe and more efficient workplace, and quality workmanship.

**Objectives:** Upon completion of this program, participants will be able to use Spanish to: greet and compliment employees; express numbers, assist with employment and scheduling issues; control safety and medical situations; and issue commands for general and specific custodial and/or maintenance tasks.

**Intended Audience:** This is intended for non-Spanish-speaking custodial and/or maintenance supervisors of Spanish-speaking employees.

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## **Advisor to the Project**

**David H. Lee**, Owner, Service Master Clean®, Hattiesburg, Mississippi

## **Language Consultants and Contributors**

**M. Edith González De León**, B.A., University of Querétaro, México

**Lucy Solano Acosta**, M.A., University of Southern Mississippi, and B.A., National University of Colombia, Bogotá, Colombia

**Kim Stokley**, B.A., Mississippi State University