| | |
|---|---|
| **Job Title:** Environmental Services Supervisor | **Reports To:** SNF Administrator/AL Executive Director |
| **Job Classification:** Full-Time | |
| **FLSA Status:** Non-Exempt | **Revised Date:** April 2024 |

## POSITION SUMMARY

The Environmental Services Supervisor oversees the housekeeping, laundry, and maintenance departments. This position is tasked with ensuring the safety of the residents/tenants and staff in the Facility/Community by maintaining a clean, hazard-free environment. This position oversees a number of functions including cleaning, sanitation, housekeeping, and facility/community repairs.

## GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility/Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents/tenants and staff members is the number one priority of their Facility/Community.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

## ESSENTIAL JOB FUNCTIONS

- Plan, schedule, and supervise activities in the housekeeping, laundry, and maintenance departments.
- Establish a work-log and/or checklists for daily, weekly, biweekly, and/or monthly housekeeping, laundry, and maintenance tasks.

  Establish and maintain inventories of housekeeping, laundry, and maintenance supplies and equipment. Also, assure all equipment is in proper working order at all times. Periodically assess equipment for replacement and repair.
- Identify and correct potential safety hazards.
- Develop and maintain a housekeeping, laundry, and maintenance procedural manual specific to the facility/community.
- Develop and maintain a facility/community preventative maintenance program with the assistance of the person specifically in charge of facility/community maintenance.
- Assume the role of housekeeper, laundry person, or maintenance person as necessary to insure continued services to the facility/community.
- Hold departmental in-service programs providing staff training in infection control, waste management safety, equipment uses, and changing trends and practices.
- Observe and comply with established infections control and standard precaution practices, and coordinate routine and terminal cleaning procedures with nursing services.
- Always follow Resident/Tenant Rights policies and monitor staff for the same.

- Observe all facility/community safety policies and procedures including working responsibly to ensure personal safety. Comprehend and follow OSHA, State, and Federal policies and regulations.
- Objectively evaluate all subordinate staff for work performance and attendance.
- Accept accountability for all work performed in the housekeeping, laundry, and maintenance departments.
- Accept and perform additional duties as assigned by your department head or Administrator/Executive Director in a cooperative manner.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- Accept and perform additional duties as assigned by your Administrator/Executive Director in a cooperative manner.

## EDUCATION & EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent required.
- Knowledge or training in basic principles of sanitation, laundry, and overall maintenance of facility/community structure and equipment required.
- 1-2 years in an environmental services role in a long-term care environment required.
- Previous management or leadership experience in a long-term care setting preferred.

## REQUIRED SKILLS

- Ability to follow oral and written instructions.
- Ability to work in a team environment, set a positive example and communicate effectively with staff and residents/tenants.

## LANGUAGE REQUIREMENTS

The primary language of the Facility/Community is English. Excellent communication skills are defined as the ability to:

- Actively listen for total comprehension.
- Ask questions that enhance the understanding of a certain topic.
- Relay information and/or instruction in a descriptive and understandable fashion in both written and verbal forms.
- Excellent decision making and conflict-resolution skills.
- Effective written and verbal communication skills, both professional and interpersonal.
- The ability to work both independently and within a team.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

## PHYSICAL REQUIREMENTS

- Ability to lift up to 50+ pounds or more with assistance. This position requires regular movements such as: balancing, climbing, grasping, pushing/pulling, kneeling, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to: inside and outside environmental conditions, physical, chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## EMPLOYMENT STATUS

This position is non-exempt and full-time. The position requires at least 40 hours. Occasionally, time over 40 hours may be necessary in order to meet the requirements of the position, and overtime may be required. This position is considered full-time, paid an hourly wage, and is eligible for all employee benefits.

## SCHEDULE EXPECTATIONS

This role may require work to be performed outside the regular hours of operation of the Facility/Community. The position may be required to cover shifts for other staff members when the need arises.

## EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

FACILITY/COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME