

Supervisor, Environmental Services Job Description

Job Title: Supervisor, Environmental Services	Reports to: Manager of Environmental Services	
Job Code:	Overtime Status: Exempt (not eligible) [X] Non-Exempt (eligible) [X]	
Department: Environmental Services	Prepared by:	Date:
Facility:	Approved by:	Date:
<p>Job Summary: Supervises an area of responsibility for the EVS department; ensures a consistently high level of environmental hygiene and aesthetics to patients, visitors and staff. This position is also responsible for daily oversight of regulatory standards, financial stewardship of department operations and collaboration with other management and supervisory team members to support the department in its daily functions.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> Environmental Services team members, shifts or specific care areas. 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> Supervises the necessary resources needed for the Environmental Services department under their control and makes recommendations to hiring, promoting and annual staff performance reviews. Supervises a waste program that separates, packages and disposes of all waste according to all regulations. Performs quality improvement initiatives under direction of EVS manager. Conducts rounding activities to ensure environmental hygiene in all areas assigned. Prepares necessary reporting to manager(s) and document results. Manages the bed tracking system and ensure EVS response times are achieved. Prepare reports to document results, collaborating with the EVS manager to develop improvement activities. Demonstrates working knowledge of the cleaning and disinfection principles and requirements, proper chemical, equipment usage, and labor requirements for maintenance of furniture, furnishings, interior finishes for all areas of responsibility. Provides oversight of inventories, usage data, and ordering of consumable supplies and equipment repairs. Prepares master work and time schedules, under the direction of the Manager, coordinating vacation and holiday time and reviewing daily adjustments in the work schedule. 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> Supervises the work of subcontractors and/or EVS suppliers for the department as needed. Adheres to all organizational safety, risk management, and infection control and prevention standards. Promotes a culture of patient safety through observation and education. Coaches team members on the chain of infection and the core principles of the transmission of infectious pathogens. Responds to emergency calls and multiple priorities as needed to coordinate staffing changes and minimize disruption. Conduct patient and staff interviews to evaluate service levels and promote positive public relations. Actively participates and contributes to efforts to improve patient experience and cleanliness scores and key departmental performance metrics. Controls expenditures within sphere of approved budget objectives. Take corrective action when variances affect budget. 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> High School diploma or equivalent required. Certified Healthcare Environmental Services Technician (CHEST) and/or Certified Surgical Cleaning Technician (CSCT) certifications or trainer designation preferred. Certified Healthcare Environmental Services Professional (CHESP) certification preferred if eligible. 		
<p>Experience</p> <ul style="list-style-type: none"> Required: 3 years in environmental services and/or acute care related support departments Preferred: 1 year in supervisory level experience managing staff 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> Strong written and verbal communication skills and the ability to communicate effectively with all levels of team members and management. 		

- Strong working knowledge of MS Office Suite, MS Project, PM software, and EVS software systems preferred.
- Experience with typical EVS equipment/machinery.
- Demonstrates strong working knowledge of the principles of environmental infection prevention and control.

Contacts

Internal: Patients, providers, staff, and volunteers

External: Patients, providers, visitors, vendors, community agencies and advocates

Physical, Mental Demands/Working Environment

Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit		X			
Stand				X	
Walk			X		
Motion	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	<i>Gross Motor Function</i>		<i>Precise Motor Function</i>		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
	Left Foot	X			
Weight Lifted/Force Exerted	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>X</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory		X
	Concentration	X	Patience		X
	Conceptualization	X	Problem Solving		X
	Influence People	X	Relate to Others		X
Working Environment	YES		YES		
	Indoor	X	Loud Noise		X
	Outdoor	X	Fumes		X
	High Temperatures	X	Confined Areas		X
	Low Temperatures	X	Radiation Area		X

List any other physical requirements: May be exposed to dust, dirt, chemicals, blood and bodily fluids.

Disclaimer

ORGANIZATION NAME HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature