

 Oroville Hospital	<b>Job Description for Environmental Services Supervisor</b>	Department:	<b>Environmental Services</b>
		Dept. #:	<b>8440</b>
		Last Updated:	<b>8/06/2010</b>

### **Reports To**

Director Plant Operations

### **Job Summary**

Directs and administers the housekeeping program to maintain the hospital environment in a sanitary, attractive and orderly condition.

### **Duties**

1. Establishes standards and work procedures for the housekeeping staff in accordance with the policies of the hospital.
2. Plans work schedules and assigns hours and areas of work to ensure adequate service for all areas of the hospital.
3. Directs and administers the housekeeping program to maintain the hospital environment in a sanitary, attractive and orderly condition.
4. Interviews, selects, hires, evaluates and terminates personnel.
5. Responsible for training and supervising all personnel.
6. Inspects and evaluates the physical condition of the hospital; recommends painting, repairs, furnishing and refurbishing, relocation of equipment, and re-allocation of space to improve sanitation, appearance, and efficiency.
7. Reports any unsafe conditions.
8. Investigates and evaluates new housekeeping supplies and equipment.
9. Prepares budgets, work reports, and other administrative guides.
10. Inventories housekeeping supplies and equipment, selects and requisitions new or replacement supplies and equipment.
11. Is responsible for maintaining the records of the Environmental Services Department.
12. Responsible for assigning quality assurance checks as assigned.
13. Responsible for staffing Environmental Service employees.
14. In emergencies, called upon to perform all aspects of the environmental services positions.
15. Performs other duties as assigned.

Title:	<b>Environmental Services: Environmental Services Supervisor</b>	Date: 11/28/05	Page 2 of 2
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### **Qualifications**

1. High School Diploma or equivalent
2. Must be able to follow oral and written instructions
3. Must possess a valid California Driver's License with a clean DMV record
4. Must have knowledge of basic principles of cleaning
5. Must have skills in operation of all janitorial machinery
6. Must have knowledge of all basic hospital cleaning procedures
7. Must have previous supervisory experience
8. Must be able to work with little or no supervision
9. Completion of crisis prevention training (if there is a possibility of responding to security calls)

### **Lifting Requirements**

Heavy- Generally lifting objects not more than 100 lbs. and/or carrying objects weighing 50 lbs.