

Lutheran Services Carolinas

Job Description

Job Title: Director of Environmental Services

Supervisor (title): Administrator/Executive Director

Department: Environmental Services

Approved by:



Date: 2/18/2014

Position Purpose/Summary: The Director of Environmental Services is responsible for organizing, directing, and supervising employees to provide housekeeping and laundry services necessary to maintain a sanitary, safe, and comfortable environment for residents.

Essential Functions: The Director of Environmental Services, in accordance with State and Federal standards and regulations, LSC philosophies, objectives, and policies, effectively:

1. Provides and supervises a plan of organization designed to implement and facilitate achievement of departmental objectives and programs.
2. Schedules hours and assigns duties and areas of responsibilities to departmental staff. Establishes a master staffing plan which will accomplish the departmental utilization of all staff. Maintains attendance records for departmental staff.
3. Develops and reviews departmental policies and procedures.
4. Prepares and recommends a departmental budget to implement housekeeping and laundry objectives. Estimates need for physical facilities, supplies, and equipment; institutes a system for evaluation and control. Maintains adequate supplies to complete assigned work and arranges for repair/replacement of equipment.
5. Establishes and reviews standards for measurement of the quality and quantity of service to be rendered. Implements and evaluates housekeeping/laundry programs.
6. Provides and/or implements in-service training programs for all departmental staff. Secures and maintains instruction and records material for use by department staff members.
7. Collaborates with the administrative staff and other departmental personnel in planning services for residents and facility policies.
8. Establishes and maintains an effective system of records and reports.
9. Implements all corrective measures for deficiencies cited by inspection teams.
10. Interviews applicants, recommends hiring and firing to the administrator, and maintains supportive documentation. Is responsible for probationary and annual performance review on all departmental personnel. Initiates appropriate disciplinary action when necessary.
11. Understands the purposes and uses of emergency equipment.
12. Utilizes safety standards and maintains a safe environment.
13. Completes other duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any: Responsible for supervising environmental services and laundry staff.

Qualifications (Minimum Job Requirements):

Education: High school graduate or higher education preferred.

Experience: One year experience in housekeeping and/or laundry in health care facility.

Specific skills/abilities: Proven ability in organizing and directing housekeeping and laundry functions in a health care facility.

Specialized knowledge, licenses, etc.: Knowledge of state laws governing requirements in housekeeping and laundry functions in a health care facility. Knowledge of accepted practices and procedures required to keep facility environment sanitary and safe. Knowledge and technical skills to operate:

1. Floor equipment, including scrubber, hi-speed buffer, vacuum, carpet machine
2. Wet-vac cleaner
3. Commercial washers and dryers
4. Chemical dispensing machines
5. Other housekeeping and laundry equipment, including but not limited to: mops and mop buckets, spray bottles, hand trucks, carts, dollies, cutting tools.

Preferences (Optional): One year supervisory experience in environmental services. Knowledge of Microsoft Office products.

Working Conditions/Physical Requirements: Able to lift 50 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.