

Jurisdictional Class: Competitive  
Adopted: January 1, 2003  
Revised: May 11, 2010

**ENVIRONMENTAL SERVICES SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for scheduling, managing, supervising, and participation in the environmental services section of the agency (housekeeping and laundry services). The work is performed under the direct supervision of the Department Head or designee with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate environmental services personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Leads, directs, and participates in the environmental services of the agency to maintain the facility in a sanitary, attractive, and orderly condition;

Schedules and assigns environmental services staff to job routines;

Supervises and participates in facility laundry operations involved in cleaning resident's clothing, bedding  
Linens, etc.;

Establishes standards and work procedures of the environmental services staff in accordance with the established health department code and policies of the facility;

Inspects residents' rooms, halls, stairways, and offices to insure acceptable cleanliness and maintenance of standards;

Supervises and participates with environmental services personnel in the acceptance, distribution, and delivery of daily and monthly nursing and other central supplies to the nursing home and its nursing units;

Acts as the main liaison between the nursing home and its contracted linen service regarding all aspects of delivery, cleanliness, service, and problem resolution;

Assists in interviewing new environmental services employees for hire and arranges needed orientation, training, and evaluation;

Maintains stock level of cleaning and laundry supplies and equipment and prepares purchase orders as needed for continuous operation of the environmental services section of the agency;

Transcribes daily environmental services supply usage data into established inventory system;

Investigates and evaluates new environmental services supplies and equipment and recommends purchases, methods, and devices for usage to the administration;

Computes total costs of environmental services supplies on a monthly basis;

Assists in the preparation of the environmental services budget, work reports, and statistics;

Meets with vendors to evaluate environmental services products and services, costs, and delivery;

Leads, attends and participates in staff meetings and meets with members of other departments to coordinate environmental services activities with those other departments;

Serves on the Quality Improvement Committee and on other committees as requested;

In conjunction with the Administrative Assistant, acts as Co-Fire and Safety Program Officer maintaining records, scheduling inspections and setting agenda for meetings;

Maintains a variety of records, reports, and reference material related to environmental services work.

## Environmental Services Supervisor

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of institutional housekeeping and laundry methods, materials, and equipment;  
Ability to plan and supervise the work of others engaged in housekeeping and laundry activities;  
Ability to maintain good working relationships with facility personnel;  
Ability to inspect living and office areas to determine cleaning requirements;  
Ability to prepare records and reports;  
Ability to understand and follow oral and written directions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Two (2) years of experience in building cleaning or institutional housekeeping activities, one (1) year of which must have been in a supervisory capacity; or
- (b) An equivalent combination of training and experience.