



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Environmental Services Supervisor

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$51,995 - \$57,872/Yr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 7:00 am – 3:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *April 2020*

**POSITION TITLE:** Environmental Services Supervisor

**DEPARTMENT:** Park View Health Center

**PAY BASIS:** Salaried

### **PURPOSE AND SUMMARY:**

Supervises staff to ensure that residents have a safe, clean, attractive, and homelike environment. Serves as the facility liason for maintenance, grounds, and property needs. Ensure that subordinates are performing assigned duties in compliance with state and federal nursing home codes and in a way that enhances the attractiveness of the facility.

### **ESSENTIAL FUNCTIONS:**

1. Ensures that subordinates' work meets expectations and complies with state and federal codes. Participates with the selection of new employees.
2. Maintains close communication with Facilities & Property Management personnel regarding maintenance, grounds, and property needs at the facility.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching

to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Takes on custodial floor assignments when necessary.
2. Assists all departments in maintaining infection control, isolation precautions, and proper disinfection techniques.
3. Ensures custodial work is done in a timely manner and staff is used efficiently. Provides assistance to staff regarding services performed.
4. Maintains an inventory of nursing and housekeeping equipment, ordering and/or replacing equipment as necessary.
5. Prepares work and vacation schedules, revises as needed.
6. Participates in the monitoring of supplies to ensure adequate inventories are maintained
7. Develops, writes and updates policies and procedures.
8. Assist in budgeting process for housekeeping department.
9. Schedules and monitors housekeeping contracted services.
10. Schedules delivery of special equipment and furnishings.
11. Evaluates new products for cost effectiveness and benefits for the facility.
12. Works with all departments monitoring and updating the facilities SDS books.
13. Maintains a safe, comfortable, and functional environment by assessing facility for potential hazards, including fire safety and employee work habits. Serves on Winnebago County Safety Committee.
14. Coordinates room arrangements and setups with other departments.
15. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Financial Services Manager.
2. Supervises Custodian and Painter.
3. Communicates with Facilities & Property Management staff.
4. Works with all departments throughout the facility to ensure that resident's needs are met.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or equivalent.
2. One year or more supervisory experience, preferably in a health care setting, preferred.
3. International Executive Housekeeping Association Certification preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Thorough knowledge of institutional housekeeping operations, principles, techniques, supplies and equipment.
2. Knowledge of State, Federal, and Local nursing home regulations.
3. Ability to supervise, direct, evaluate, and secure cooperation of other workers to maintain an efficient housekeeping operation.
4. Ability to work effectively with residents, families, employees, outside contractors, survey team, and other county agencies.
5. Keyboarding skills with working knowledge of Microsoft Office applications.
6. Ability to exercise independent judgement in assigning tasks, delegating responsibility, resolving operational problems, and responding to employee concerns.
7. Ability to communicate effectively both orally and in writing.

8. Ability to use critical thinking skills when evaluating department policies, procedures and services.

**PHYSICAL REQUIREMENTS:**

1. Ability to walk or stand for large part of the day.
2. Ability to lift, move or carry items weighing up to 50 pounds.
3. Ability to climb ladders and work from heights.
4. Ability to function in situations encountered in a medical environment, which serves residents with special needs (psychiatric, developmentally disabled and skilled nursing care).