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# Example of Environmental Service Job Description

Our growing company is looking to fill the role of environmental service. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for environmental service

* Reviews and disburses work orders on a daily basis based on the communities’ schedule
* Monitors flow and quality of work to assure timely completion of workload and adherence to communities’ standards and regulations
* Assists with inspections and evaluates physical condition of the community
* Attends regular staff meetings and communicates with members of other departments to coordinate housekeeping activities
* Assists in maintaining the department in an “inspection ready” state at all times
* Carries out major projects, assuring that staff perform their duties and have supplies available to perform such tasks
* Conducts regular inventory of housekeeping supplies
* Maintains appropriate security for all department-owned property, supplies, and operating funds
* Support and carry out the Core Values on a daily basis
* Clean assigned areas according to established standards and 7-step cleaning process

## Qualifications for environmental service

* Required – At least 2 years’ clinical experience in a surgeon’s office, hospital setting or Ambulatory Surgery Center
* Prefer previous housekeeping experience
* Must have the ability to read, write and speak English, and an understanding of numerical systems
* Previous Housekeeping or Guest services experience preferred, but not required
* Requires understanding of either verbal or written communications and instructions
* Able to communicate to request supplies and write identifying information