



# Example of Environmental Services Supervisor Job Description

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Our company is looking to fill the role of environmental services supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for environmental services supervisor

- The Supervisor, Environmental Services is responsible for maintaining the hospitals in a clean, safe, orderly, and attractive condition through delegation to and supervision of environmental service workers
- Responsible for providing linen distribution, patient transportation, and mail delivery and collection through delegation to and supervision of linen service workers and transportation aides
- Understand the needs of the customer and prioritize work assignments and team efforts toward meeting these needs
- Ensure that the processes, systems and tools which enables the Environmental Services teams to support the customer and hospital needs, are available and are used
- Assist with the coordination of Environmental Services work activities effecting other areas in a manner that minimizes disruptions and inconveniences of the customer
- Clearly and consistently communicate agreed Environmental Services priorities and desired outcomes to Environmental Services staff
- Hold regular staff meetings to communicate to staff all appropriate issues, data trends and changes on a routine basis and in a manner that fosters understanding and feedback
- Routinely review the performance of Environmental Services teams against key indicators, and take action when necessary to improve outcomes
- Directly supervise 30-40 employees with varying degrees of educational and communication skills

## Qualifications for environmental services supervisor

- Position requires mobility and ability to move, lift, push, and pull equipment & supplies
- Must be able to stand, walk and/or continuously move around
- Minimum of an Associate degree or equivalent from a 2 year technical/trade school
- Three to five years lead or supervisory experience in a healthcare environment or guest services environment
- Knowledge of cleaning and infection control techniques/protocols, inventory control/ordering procedures and statistical/ budgeting methodology
- Ability to maintain confidentiality and work well with others, using tact, diplomacy and discretion when discussing confidential employee and patient related issues