



Example of Environmental Services Supervisor Job Description

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Our growing company is hiring for an environmental services supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for environmental services supervisor

- Regularly surveys departmental procedures for adherence to acceptable cleaning practices
- Experience in environmental services practices required
- Knowledge of infection control and hospital cleaning standards and use of equipment is required
- Maintains and compiles information, such as inventory of equipment and supplies, job status reports, and budget documentation
- Attends staff meetings with agency / institution departmental personnel and make recommendations on new policies and/or procedures
- Perform ice and snow removal
- Empower employees to accomplish the mission of the institution
- Develops and helps implement the project-level environmental management program
- Provides assistance to project and construction management in identifying and complying with project environmental requirements and in addressing environmental issues as they arise during project execution
- Coordinates with and provides technical assistance to other project-assigned functional leads (e.g., engineering, subcontracts, procurement, project controls) with regards to compliance with project-specific environmental requirements

- Working knowledge of basic cleaning equipment/techniques
- Knowledge of the Environmental Service Department
- Microsoft Office Software and typing skills
- At least 2 years of experience in housekeeping, EVS, or a similar environment
- Answers promptly to page/phone system and acts accordingly, prioritizing requests according to importance/severity of tasks
- Three (3) years of custodial operations experience including (1) years of supervisory experience in a large, complex healthcare system