



# 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

- Schedules and assigns work to individuals and inspects work upon completion
- Tours and inspects areas for quality of work performed
- Inspects housekeeping equipment for wear, tear and replacement
- Maintains inventory of cleaning supplies and oversees replacement
- Assumes management responsibility in absence of Operations Manager
- Plans, organizes, and directs functions and activities of Environmental Services Division to comply with regulatory requirements
- Developing awareness/enforcement of student/guest behavior expectations, identifying "red flags" such as alcohol, drugs, fire arms, unhealthy living conditions, Remind the residents of personal safety (locking doors and windows, un-propping EXIT doors)
- Clerical and administrative duties example of but not limited to, pre-vacate inspections, furniture inventory, equipment inventory, apartment turnover sheets, apartment charge sheets, building walks, weekly area reports, and "last look" room inspections
- Attend all required/recommended training/classes/seminars provided by HDS to accomplish the above, which include ethics, safety, diversity, communications, BBP and any applicable training in providing the best customer service, Develop professional skills and communication to effectively interact with live in residents and guests
- Monitor service binders in assigned areas on a daily basis taking appropriate action to alleviate concerns/ comments

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- Familiar with working in an Union environment
  - Knowledge and experience with basic computer skills such as
  - Direct patient contact experience
  - Five (5) years of experience in a Senior Environmental services position, with at least three (3) years of experience in a supervisory capacity in an environmental services environment
  - Supervisory or operations experience preferred
  - Current Valid WA Driver's License required