

## ENVIRONMENTAL SERVICES DIRECTOR

**DEPARTMENT:** Housekeeping/Laundry

**FLSA STATUS:** Non-exempt

**SUPERVISOR:** Nursing Home Administrator

**DATE:** August 1, 2018

**AREA OF SUPERVISION:** Housekeepers and laundry workers

### **DUTIES AND RESPONSIBILITIES:**

The Environmental Services Director is responsible for efficiently managing the facility's the housekeeping and laundry operations and staff. The primary function of this position is to ensure nursing home residents enjoy a clean, safe and orderly living environment.. Perform duties of personnel in each department. Enforce and follow established safety precautions and infection control procedures when performing day-to-day responsibilities.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state environmental, health and safety regulations and established company policies and procedures.

### **FUNCTIONS:**

1. Hire, train, assign, schedule, evaluate and discipline departmental employees.
2. Supervise day-to-day housekeeping/laundry functions of assigned personnel.
3. Assign personnel to specific tasks in accordance with daily work assignments and ensure that schedules are followed.
4. Develops systems and programs for maximizing the effectiveness of the housekeeping and laundry functions.
5. Performs regular daily, weekly and monthly environmental services inspections in order to ensure the facility is maintained in a safe and sanitary manner according to facility policy.
6. Oversees the purchases of cleaning supplies, chemicals, paper products, and departmental equipment as needed to meet department demands.
7. Maintains required records and reports as outlined in the policies and procedures of the Environmental Services Department.
8. Adheres to local, state and federal environmental, health and safety regulations.
9. Participates in facility disaster planning efforts including, ensuring staff participation in regular fire drills as required by state statute, maintaining emergency supplies, and performing all staff training.
10. Coordinate daily housekeeping/laundry services with nursing service when performing routine cleaning assignments in resident-living and/or common areas.
11. Coordinate routine/terminal isolation procedures with nursing services.
12. Assure that personnel are performing assigned tasks in accordance with established housekeeping/laundry procedures.
13. Assure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner.
14. Assure that housekeeping/laundry personnel follow established safety precautions when performing tasks and using equipment and supplies.
15. Assure that established infection control practices are maintained when performing housekeeping/laundry procedures
16. Assure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner.

17. Train and orient assigned personnel in the proper techniques of mixing chemicals, cleaning disinfectants, solutions, cleaning methods, use of equipment, policy and procedures, infection control procedures and safety, etc., as directed.
18. Report all hazardous conditions and/or equipment to the administrator.
19. Assure that equipment is cleaned, properly stored, and all equipment and supply needs are recommended to the administrator.
20. Assure that refuse is disposed of daily and in accordance with the established sanitation procedures.
21. Maintain confidentiality of resident-care information.
22. Assure that the residents' personal and property rights are maintained by assigned personnel.
23. Submit accident/incident reports.
24. Follow department budget
25. Contributes to the facility efforts to maintain and/or improve quality of care through participation in the following:
  - Serves as a member of the QAPI Committee.
  - Attends department head meetings.
  - Attends mandatory in-services.
  - Attends Infection Control Committee meetings.
26. Performs related duties as assigned or as the situation dictates.

**Risk Exposure Categories:**

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

**PHYSICAL REQUIREMENTS**

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing/Walking:			X	
Sitting:		X		
Lifting/Carrying: 30 lbs			X	
Pushing/Pulling 30 lbs			X	
Climbing/Balancing:		X		
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:		X		
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants			X	

**MENTAL/REASONING REQUIREMENTS**

- Reading Simple       Writing – Complex       Analysis/Comprehension
- Reading-Complex       Clerical       Judgement/Decision Making
- Writing – Simple       Basic Math Skills

**EXPOSURES**

- Airborne particles       Explosives       Muscular Strain       Temperature
- Caustics       Fumes       Noise       Toxicants
- Chemicals       High places       Odors       Vibration
- Electrical Current       Moving Parts       Physical Abuse       Vision strain
- Slippery Floors       Weather

**WORK AREA AND ENVIRONMENT:**

Laundry, resident rooms, and throughout the building.

**QUALIFICATIONS:**

Education: At least a high school diploma

Experience: Some managerial experience preferred

Job Knowledge: Able to supervise, organize, communicate, and perform the essential tasks and duties; make decisions; deal with families, residents and staff; follow requests; able to use cleaning supplies and equipment; aware of housekeeping and laundry policies and procedures; able to use laundry supplies and equipment.

Standards: Adhere to all health and safety standards

Other: A caring attitude with sincere concern for the elderly

**BASIC REQUIREMENTS**

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

**ACCEPTANCE STATEMENT:**

I have carefully read, understand, and accept the job description, including the qualifications and requirements of the position of **Environmental Services Director**, and, if employed, I certify that I can and will perform the essential functions of the position.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

**This job description supersedes all prior written and unwritten policies, including any prior job descriptions. Nothing contained in this job description or in any other statement of Facility philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.**

**This job description is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Facility reserves the same right. Please understand that no supervisor, Administrator or representative of the Facility may enter into an oral employment contract. The President of the Facility, or his representative designated in writing, are the only Facility officials who have the authority to enter into any agreement with you for employment for any specified period of time.**

**Further, any employment agreement entered into by the President, or his designated representative will not be enforceable unless it is in writing.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date