Provincial Job Description

TITLE:
(468) Environmental & Laundry Services Supervisor

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises Environmental and Laundry/Linen Services staff and operations to ensure appropriate standards are maintained.

QUALIFICATIONS:

- **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills**
- **Organizational skills**
- **Leadership skills**
- **Communication skills**
- **Interpersonal skills**
- **Ability to work independently**
- **Valid driver's license, where required by the job**

EXPERIENCE:

- **<u>Previous:</u> Twenty-four (24) months previous experience working in an institutional Environmental and/or Laundry Services environment to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. <u>Supervision</u>

- **Supervises, prioritizes workload, schedules staff and deals with staff payroll issues.**
- **Provides orientation, training and in-service education to staff.**
- **Ensures staff compliance with policies, procedures and safety guidelines.**
- **Ensures disposal of sharps, broken glass, biohazardous waste and recyclables as per departmental procedures and policies.**
- **Ensures infection control, isolation techniques and universal precautions are followed.**
- **Conducts routine inspections to ensure standards are being maintained and completes applicable reports (e.g., Quality Assurance/Quality Control) and recommends corrective action.**
- **Conducts/organizes department meetings.**
- **Schedules and documents daily, weekly, monthly and annual cleaning (e.g., linen carts, curtains, windows, lint traps).**
- **Monitors, documents and communicates staff performance to manager.**
- **Provides input into staff selection/performance appraisals.**

B. <u>Administration</u>

- **Ensures Safety Data Sheets are updated.**
- **Compiles reports (e.g., statistics, inventory).**
- **Revises work schedules and routines.**
- **Liaises with other departments and participates on committees.**
- **Distributes and collects keys.**
- **Facilitates set-up of various functions.**
- **Assists with the development of department budgets and ensures adherence.**
- **Assists with development of policies and procedures.**
- **Deals with client/patient/resident concerns.**

C. <u>Inventory / Equipment</u>

- **Researches, selects and orders department equipment and supplies.**
- **Maintains department inventory.**
- **Ensures equipment is maintained and available.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: November 18, 2026