



Provincial Job Description

TITLE:
**(468) Environmental & Laundry
Services Supervisor**

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

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

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Organizational and leadership skills
- ◆ Communication and interpersonal skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

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

KEY ACTIVITIES:

A. Supervision

- ◆ 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 and procedures and safety guidelines.
- ◆ Ensures disposal of sharps, broken glass and biohazardous waste, as per departmental procedures and policies, and picks up recyclables.
- ◆ 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. Administration

- ◆ Ensures materials 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, as required.
- ◆ Assists with the development of department budgets and ensures adherence.
- ◆ Assists with development of policies and procedures.
- ◆ Deals with client/patient/resident concerns.

C. Inventory / Equipment

- ◆ 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: September 14, 2012