POSISION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Environmental Services Supervisor
Prepared by: ____________________________

Supervised by: Environmental Services Director
Approved by: ____________________________

Date: _________________________________

Job Summary: Oversees and directs the day-to-day operation of the Environmental Services Department ensuring a clean, orderly and safe environment. Participates in the department’s performance improvement activities.

DUTIES AND RESPONSIBILITIES:

3 = Exceeds Performance 2 = Expected Performance 1 = Needs Improvement

Demonstrates Competency in the Following Areas:

Assists in development and implementation of departmental policies and procedures and standards of work.

Provides leadership and guidance to departmental staff.

Assists the Environmental Services Director in developing the department's annual budget.

Maintains a current inventory of supplies and equipment.

Maintains proficiency in all techniques and equipment used by the Environmental Services Department.

Ensures that quality standards are met, by inspecting completed work.

Makes recommendations to the Environmental Services Director for changes in supplies, equipment or procedures to improve safety and patient care or to reduce costs.

Maintains good working relationships with other departments.

Investigates, documents and reports all unusual occurrences to the Environmental Services Director.

Ensures that patient care units are adequately stocked with linen.

Monitors linen usage and reviews statistics with the Environmental Services Director.

Ensures all equipment is tested regularly.

Schedules staff for proper coverage of the facility.

Conducts orientation and ongoing training for departmental staff.

Provides regularly scheduled inservices to departmental staff.

Maintains records of orientation and inservice training programs.

Assists the Environmental Services Director in completing performance evaluations.

Participates in information management, performance improvement and infection prevention and control programs.

Represents and participates in committees and task forces as assigned by the Environmental Services Director.
PURPOSE:

To control the spread of infection, _______________ (organization name) shall use evidence-based national guidelines, or in the absence of such guidelines, expert consensus to guide infection prevention and control practices throughout the organization.

POLICY:

Environmental Services staff shall follow infection prevention and control procedures applicable to the area he/she is assigned to.

RESPONSIBILITIES:

- Environmental Services Director shall:
  - Supervise all activities in the department
  - Assess skills of staff in the department
  - Evaluate products used in the department and submit to the Infection Prevention and Control Committee for approval, as appropriate
  - Act as consultant to the Infection Prevention and Control Committee
  - Review possible role of fomites in infection outbreaks
  - Provide inservices for Environmental Services Department staff
  - Submit all departmental policies and procedures relative to infection prevention and control to the Committee; reviews and revises annually
POLICY:

- ________________ (organization name) shall provide adequate staffing to meet the environmental needs of each department.

- The Environmental Services Department shall determine the number of staff required for each of three (3) shifts. Each shift will have a designated person in “charge”, responsible for Environmental Service activities.

- Environmental Services staff shall be assigned to specific areas each week (see Work Assignments Policy) with the exception of Surgical Services.

- The Surgical Services Department shall be assigned its own Environmental Services staff specifically trained for operating room cleaning.

PROCEDURE:

- The Environmental Services Director shall take the following into consideration when staffing the Environmental Services department:
  
  - Cleanable square footage of the facility
  
  - Frequency of cleaning:
    
    - How many times an area will be cleaned in a 24-hour period
  
  - Lock-in areas:
    
    - This refers to areas that have a designated Environmental Service Technician (i.e., Surgery and Emergency departments).
  
  - Space classification:
    
    - Refers to identification of space according to its use in the facility.

FOR ADDITIONAL INFORMATION:

POLICY:

- All ceramic, porcelain and quarry tiles used within the facility shall be properly cleaned and maintained.

- Topical sealers and finishes shall not be applied to ceramic or tile floors.

PROCEDURE:

- Daily Maintenance:
  - Dust mopping, sweeping or vacuuming shall be used, followed by spot, wet or flood-mopping with a degreaser, disinfectant or neutral detergent solution.
    - Solution shall be removed using a wet vacuum.
  - A synthetic pH neutral detergent shall be used for heavy soil.
    - Detergent used is ________________.
  - Steel wool pads shall never be used to clean ceramic tile surfaces.
  - Damaged grout shall be repaired immediately.

- Periodic Maintenance:
  - All portable items shall be moved for complete access to the floor.
  - Dust mopping, sweeping or vacuuming shall be used to remove all loose dirt.
  - The floor shall be flood-mopped with an appropriate degreaser, disinfectant or neutral detergent, following manufacturer's instructions at all times.
  - A soft to medium-soft bristle nylon or nylon grit brush shall be used for scrubbing or stripping.