



Horizon House

JOB OPENING-POSTED 9-21-2018

To apply, login to www.horizonhouse.org and click on "Career" tab. For current employees, apply through your PayNW account. Choose "Our Company" and "Search for Jobs".

Title:	Environmental Services Manager	Dept:	Operations
Req.:	#64-2018		
Supervisor:	Director of Operations	Effective Date	9/21/18
Status:	Regular Full-time	Grade 35:	Exempt, non-union

Summary:

The Environmental Services Manager is responsible for the variety of housekeeping and janitorial services necessary to keep the Supported Living, Independent Living and common areas and the overall campus of Horizon House clean. The Environmental Services Manager supervises all housekeeping and janitorial (environmental services technicians) staff.

Essential Job Duties:

1. Insure all Environmental Services staff are properly trained and equipped to perform assigned tasks.
2. Insure cleanliness of all Horizon House common areas, exterior grounds, and assigned resident areas, is maintained.
3. Ensure staff assist for event and programs for set ups of equipment and any audio visual support
4. Set work loads and schedule work shifts for all Environmental Services staff on all shifts.
5. Prepare, monitor and control the annual Environmental Services department budget.
6. Insure proper disposal of all waste and recycle material.
7. Insure all Supported Living areas are prepared for periodic government surveys and inspections.
8. Oversee the Safety Data Sheets (SDS) for the organization
9. Maintain adequate amounts of supplies and equipment.
10. Insure resident and other Horizon House stakeholder Environmental Services needs are met.
11. Insure the proper and timely completion of all Environmental Services related contracted services.
12. Recruit, interview and on boarding of applicants for housekeeping and janitorial positions.
13. Write work orders and or assign work to Environmental Services staff members.
14. Document in-service training for EVS staff as required.
15. Oversee annual environmental safety inspections of all resident apartments

Secondary Job Duties

1. Schedule and oversee interior and exterior window washing of all Horizon House windows.
2. Ensure staff stock linen supply as required to Supported Living, Exercise, Rehab, Salon and Clinic.

3. Order supplies for janitors and housekeepers.
4. Provide trainings for all staff as determined
5. Participate in organizational training and committees as requested.
6. Other duties as assigned by supervisor.

Job Requirements:

Must be fluent in the English language and be able to follow written and verbal directions. Must be able to work and perform independently. Also must demonstrate ability to interact appropriately with seniors.

Confidentiality Requirements:

Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHR (paper, electronic and oral) within his/her work area.

Experience/Knowledge/Education/Specialized Training Required:

Minimum of three (3) year of experience as a supervisor, and three years work experience supervising, in the housekeeping/janitorial field. Knowledge of floor care; both hard surface and carpet; infection control and hazardous waste disposal. Three (3) years of general supervisory or management experience required. Experience with use and maintenance of vacuum cleaners, carpet extractor, buffer, floor care and cleaning products, carpet spotting kit, other common housekeeping/janitorial equipment, and small hand tools, (such as screwdriver, drill, hammer, and socket set etc.).

Material/Equipment Directly Used:

Must be able to use standard office equipment, (i.e. telephone, voicemail, fax and computer with database, spreadsheet and document software).

Physical and Environmental Requirements:

1. The physical activities of this position involve: balancing (necessary to maintain physical equilibrium to prevent falling of self, others, or of objects being carried.) climbing, crawling, crouching, grasping, kneeling, lifting (up to 50 lbs.) pulling, pushing, reaching, repetitive movement, standing, stooping.
2. The sensory and communicative activities essential to the performance of this position include: feeling, hearing, seeing, smelling, and speaking.
3. An individual in this position may be exposed to: inside and outside environmental conditions, blood borne pathogens, chemical hazards and vibrating motion.