Housekeeping & Laundry Supervisor Job Description

Department: Environmental Services **Reports To:** Dir. of Environmental Services **FLSA Status:** Non-Exempt

Summary
Directs EdenHill Communities' housekeeping and laundry programs to ensure clean, orderly, and attractive conditions of facility by performing the following duties personally or through subordinate supervisors or employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Possess the ability to make independent decisions when the circumstances warrant such action.
- Establishes standards and procedures for work of housekeeping and laundry staff.
- Plans work schedules to ensure adequate service.
- Inspects and evaluates physical condition of establishment.
- Submits to Director of Environmental Services recommendations for painting, repairs, furnishings, relocation of equipment needs.
- Periodically inventories supplies and equipment.
- Investigates new and improved cleaning instruments and methods.
- Conduct periodic retraining for employees for learning of proper procedures.
- Must consistently display and model the EdenHill Spirit hospitality behavior models.

Supervisory Responsibilities
Manages the Laundry and House Keeping departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

Quality	Problem Solving	Professionalism
Customer Service	Safety and Security	Motivation
Oral Communication	Attendance/Punctuality	Teamwork
Initiative	Ethics	Quantity
Judgment	Dependability	Planning/Organizing

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Be able to read, write, and speak the English language.

Language Skills
Be able to read and write and understand the English language. Have the ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with residents, residents' families or employees.

Mathematical Skills
Ability to calculate figures and amounts for budgeting, ordering, and inventory purposes.

Reasoning Ability
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
To perform this job successfully, an individual should have knowledge of computers and data base software.

Other Skills and Abilities
Be able to work with other departments to resolve issues or problems. Possess the ability to be a true self starter and capable of self motivation"

Other Qualifications
Be familiar with all government codes or rules relating to housekeeping and laundry. Be aware of OSHA standards as they apply to the departments.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and extreme heat. The noise level in the work environment is usually moderate.

Acknowledgment:
I have read this job description and fully understand the requirements set forth herein. I hereby accept the position of Housekeeping and Laundry Supervisor and will perform all said duties to the best of my ability and understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses. I understand that I may be held criminally liable for failure to report suspected abuse, neglect or exploitation.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself with or without notice.

Printed Employee Name: _____ Date: _____

Employee Signature: _____