



“REAL WORLD” OPPORTUNITIES UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer*

Job Title: Environmental Svcs Supvr, MC Ref# 151697

Start Date: IMMEDIATE

GENERAL PURPOSE:

Directs housekeeping, food and nutrition, hospital stores, transportation, and linen services in patient care areas.

BRIEF DESCRIPTION OF DUTIES:

- Under general supervision and in accordance with established policy:
- Directs the work of such personnel as Environmental Services Workers and Unit Support Assistants; schedules their work and determines that established standards of quality and quantity are met. Interviews, hires, evaluates, and disciplines staff. Verifies time worked and time cards.
- Trains employees with emphasis on working procedures, operation and use of new equipment and materials, safety and University policies. Schedules employees for in-service training programs.
- Forecasts and orders supplies from external vendors for patient care, central department and linen operations using manual and computer systems. Assures that adequate supplies are received in a timely manner to meet the needs of customers while controlling waste and misuse.
- Participates in the collection of quality control and quality assurance data to meet the requirements of New York State Department of Health, JCAHO, OSHA, and other regulatory agencies, as well as department standards.
- Conducts routine operational meetings with staff. Conducts in-service training programs for staff and other department personnel. Conducts monthly classes for Unit Support Assistant Program.
- Responsible for resolving patient complaints and service related problems in assigned patient care areas.
- May assist in development of departmental budget and oversees operating budget.
- Ensures departmental cleaning expectations are achieved for assigned areas.
- Identifies areas for improvement and works collectively to ensure an appropriate resolution is achieved.

REQUIRED QUALIFICATIONS:

High School graduate and 2 years in a supervisory capacity in Housekeeping or a related field; or an equivalent combination of education and experience.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.