

JOB TITLE: Manager of EVS	DEPARTMENT: Housekeeping	POSITION OF SUPERVISOR: Director of Ancillary Services
FLSA STATUS: Exempt	ANTICIPATED HOURS PER WEEK: 40 hours	EFFECTIVE DATE: 10/14/2021

Position Summary: The environmental services manager will provide leadership, direction and management oversight for continuous improvement of the standard EVS operating model within the facility. Provides staff leadership and makes sound business decisions in support of the hospital’s mission and vision. Demonstrates leadership by providing an optimal environment for patient care, safety, service and value. Manages the day to day operations of the department and ensures a consistently high level of cleanliness and aesthetics to patients, visitors and staff.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High School Diploma or GED.
Experience:	At least two years of relevant management experience.
Special Skills, Licenses or Certifications:	Proficient with Microsoft programs including: Word, Excel, Outlook
Language Skills:	<ul style="list-style-type: none"> • Demonstrates ability to read, write, and clearly express self in English 100% of the time • Additional languages preferred • Demonstrates ability to listen • Demonstrates ability to clearly convey thoughts in speech and written word
Physical/Mental/Special Demands (check all that apply):	<ul style="list-style-type: none"> • Lifting a minimum of 50 pounds. • Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone. • Adequate sight is required to perform essential functions of the job. • Work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time. • Ability to initiate CPR 100% of the time. • Must have fine motor skills 100% of the time. • Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. • Good mental health. • Demonstrate tact and versatility. • Must be dependable. • High degree of self-motivation and directional initiative. • Ability to function successfully independently. • Ability to cope and remain calm in escalating situations. • Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.

	<ul style="list-style-type: none"> In addition, the physical demands anticipates standing, bending, walking and long periods of sitting.
Work Environment:	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.

Standard Job Requirements: At all times, employee shall satisfy the following standard requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Accomplish annual goals.
3. Works forward on department plans (may change from time to time).
4. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
5. Comply with all PSMC and department procedures, rules and directives.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Be courteous, honest, and solution-oriented in dealing with others.
8. Communicate accurately, clearly, and effectively both orally and in writing.
9. Possess excellent organizational skills and the ability to multi-task.
10. Work independently and perform the job with minimum supervision.
11. Reads email at least once daily when on shift.
12. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
13. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
14. Respect the importance of compliance and quality programs and support the same.
15. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
16. Participate in employee training, Disaster Preparedness and emergency events.
17. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Plan, organize and manage a program to maintain the hospital in a clean, sanitary, attractive and orderly condition.
2. Establish standards, work methods, training, education, supply selection and schedules to ensure adequate service for all areas of the hospital campus in accordance with established policy.
3. Evaluate and develop policies and procedures to promote a clean and sanitary environment which meet or exceed regulatory guidelines as applicable.
4. May directly supervise the work of the housekeeping personnel or delegate responsibility to Lead Housekeeper.
5. Oversight of Bio-Hazard waste management along with general waste/trash.
6. Coordinate with off-site facilities for cleaning.
7. Oversee SDS or Global Harmonizing System as it pertains to the department and organization.
8. Recruit, screen and orient new employees.
9. Manage department budget, schedule and staff.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)