



TOBAGO REGIONAL HEALTH AUTHORITY
Job Title: Manager, Environmental Services

New

Position Number: _____

Revised

Reports to: General Manager - Operations

Department: Environmental Services

Approved by: _____

Date: _____

JOB SUMMARY

The Manager, Environmental Services directs institutional housekeeping program to ensure clean, orderly, and attractive conditions of the establishment by performing the following duties personally or through subordinate supervisors. The incumbent is also expected to perform his/her duties in compliance with management policies and procedures, quality controls and safety guidelines.

RESPONSIBILITIES

- Establishes standards and procedures for work of housekeeping staff
- Plans work schedules to ensure adequate service
- Modifies methods, procedures, workflow and assignments to respond to fluctuating priorities, methodologies and/or staff capabilities
- Implements the use of tools, products, processes and/or machinery within narrowly defined parameters to facilitate an efficient and effective environmental services programme
- Inspects and evaluates physical condition of establishment
- Submits to management recommendations for painting, repairs, furnishings, relocation of equipment, and reallocation of space
- Periodically inventories supplies and equipment
- Researches and implements the use of new tools, products, processes and/or machinery within the broad scope of a programme to facilitate an efficient and effective environmental services
- Designs and re-designs workflows and procedures
- Establishes rules, standards, guidelines, policies governing quality and quantity of work
- Investigates complaints on sanitation matters and takes required action to resolve problems

- Liaise with inter-departmental supervisory staff in matters affecting the efficient functioning of the Department
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control (*maintains 3% nosocomial infection rate*), Occupational Health and Safety, MoH/ DHSS, Registering Board/Association and the TRHA
- Performs other related duties as assigned

ACCOUNTABILITIES

- Continuity of patient care
- Staff Development Plans and Progress Reports
- Budgets Reports

AUTHORITIES

- To periodically visit worksites to ensure efficient performance of duties
- Liaise with intra and inter-departmental representatives
- Schedule staff based on departmental needs

SPECIAL REQUIRMENTS

- Willing to work overtime, public holidays and weekends as requested by the General Manager, Operations
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster

SUPERVISORY RESPONSIBILITY

- Directly: Environmental Hospital and Community daily rated workers

REPORTING

Reports directly to the General Manager, Operations or duly authorised officer

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent analytical and diagnostic skills
- Ability to develop contingency plans when problems arise
- Proficiency in the use of Microsoft Office Suite will be an asset

CREDENTIALS AND EXPERIENCE

- Associate Degree in Hospitality Management, or Housekeeping, Front Office Operations or,
- Bachelor in Hospitality Management; or equivalent combination of education and experience in a Housekeeping / Hospitality from an accredited educational institution environment
- A minimum of ten (10) years working experience in a similar capacity

APPROVALS:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____

CEO: _____

Date: _____

Employee Review:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.

Incumbent's Signature: _____ **Date:** _____