ENVIRONMENTAL SERVICES SUPERVISOR
POSITION DESCRIPTION

DEPARTMENT: ENVIRONMENTAL SERVICES
IMMEDIATE SUPERVISOR: ENVIRONMENTAL SERVICES MANAGER
STATUS: NON-EXEMPT/ HOURLY/ FULL TIME
HOURS: 40 HRS. /WEEK

POSITION PURPOSE:
The Environmental Services Supervisor is responsible for performing the tasks required to maintain the cleanliness, sanitary conditions and appearance of the Museum and grounds. Assists with events, meetings and programs including set up and take down. The Environmental Services Supervisor is responsible for the training and supervision of the employees performing these tasks. The Environmental Services Supervisor is also responsible for the Department administration. Additionally, the Environmental Services Supervisor will perform all the duties of a Level I or Level II Technician if required.

UTIES AND RESPONSIBILITIES:
- Inventories and orders supplies for the department
- Assist with developing and maintaining the budget for the department with assistance from the Environmental Services Department Manager.
- Sets employee work schedules and assignments
- Trains Level I and Level II Technicians in proper techniques to maintain a high level of sanitation.
- Inspects the facility daily for proper cleanliness and sanitation
- Assigns employees to open and secure the facility and trains them in the procedure.
- Cleans bathrooms, offices, hallways and any other assigned areas by sweeping, mopping, scrubbing and polishing;
- Empties and decontaminates trash containers;
- Disposes of infectious waste when assigned;
- Moves, rearranges and dusts furniture and fixtures;
- Mixes or blends routine cleaning solutions to proper concentrations as necessary for various tasks;
- Cleans and waxes floors using industrial-size mops and/or machines;
- Strips and polishes floors using buffing machines;
- Washes blinds, windows, and walls with prescribed solutions;
- Sweeps sidewalks, porches and tiled surfaces;
- Painting and patching as needed;
- Operates wet/dry vacuum for cleaning and shampooing carpeted areas;
- Maintains equipment; reports need for painting and minor building or equipment repair to supervisor;
- Replaces light bulbs and/or reports safety hazards to supervisor;
- Cuts grass, trims shrubs, waters plants and performs other related duties on the grounds when assigned;
- Performs custodial related duties necessary to maintain cleanliness and sanitary conditions;
- Performs many varied custodial tasks necessary for the upkeep of buildings and grounds;
- Assist with installation, tear down and clean-up of new exhibits;
- Performs other related duties as required
ACCESS REQUIREMENTS:
Access to all areas of the museum with the exception of personnel records storage.

SPECIAL AUTHORIZATION:
Will have authorization to have all building keys and security alarm codes and may be on the key holder list and emergency response contact.

QUALIFICATIONS:
To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE
Graduation from high school or GED equivalent and a minimum of one-year experience in a custodial related or customer service field.

SKILLS AND ABILITIES
- Ability to effectively communicate with and guide subordinates
- Ability to effectively communicate/report in writing
- Experience in use of computers for communication and record keeping.
- Ability to work with others or independently
- Detail oriented with ability to multitask
- Ability to walk up and down stairs
- Ability to safely drive or handle lawn mowing equipment
- Ability to safely operate power tools
- Ability to lift and move up to 50 lbs as necessary

TIME COMMITMENTS:
Schedules vary based on the needs of the business. Typically, employee will be scheduled 40 hours per week which may include normal business hours as well as after hour special events and functions. Employee may be requested to arrive before opening of museum, including early morning openings as necessary.

DISCLAIMER:
The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.