



An Affiliate of
MERCYONE



504 N. Cleveland St, Mt. Ayr, IA 50854

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Phone: (641) 464-3226

Housekeeping Department Lead

Department: Environmental Services

Position: Full Time, Non-Exempt

Brief Description of Job:

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.

Educational/Experience Requirements:

- High School Diploma or GED.
- College experience or associate degree preferred.
- Understands HIPAA regulations and privacy of patient and employee information.
- Proven experience in housekeeping management or a similar role, preferably in the healthcare industry.
- Excellent knowledge of cleaning techniques, equipment, and chemicals.
- Strong leadership and interpersonal skills, with the ability to motivate and manage a diverse team.
- Exceptional attention to detail and organizational skills.
- Ability to work effectively under pressure and prioritize tasks to meet deadlines.
- Proficiency in computer software, such as MS Office.
- Excellent communication skills, both verbal and written.
- Flexibility to work shifts, weekends, and holidays as needed.
- Knowledge of safety and sanitation regulations.
- Bachelor's degree in hospitality management or related field preferred, but not required.

Essential Functions:

- Performs job requirements thoroughly and in a timely manner.
- Is observant of items needing action, i.e., sees work that needs to be done and does it.
- Is a good team player, i.e., does not leave unfinished work, or leave co-workers shorthanded when their help is needed.
- Maintains clean and aseptic conditions in assigned area by vacuuming, dust mopping, wet mopping, damp dusting, making beds, removing trash, washing windows.
- Use equipment and materials effectively in daily work.
- Use detergents, germicides or other supplies as recommended and follows recommended handling and mixing procedures.
- Maintains workstation and equipment in a clean and neat manner.



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- Performs a variety of linen processing tasks which may involve hand or machine operations; machines include washing machines and dryers. Hand operations include folding, sorting, stacking and carrying.
- Fills and unloads washing machines and changes soap dispensers.
- Fills dryers.
- Collects soiled linen or distributes clean linen, as needed.
- Reports any malfunctions of equipment to supervisor.
- Prepares linen carts and delivers to floor.
- Attends meetings or training sessions as required.
- Moves furniture inside and outside of hospital.
- Vacuums and dusts around computers and keyboards of all office computers while cleaning offices on weekends.
- Fills in as needed in housekeeping to help clean rooms, make small repairs throughout the hospital, and laundry, as needed.
- Cleans surgical instruments, wipes down walls and mops Operating Room after surgeries.
- Check stock supplies as needed and see if items are available within budget.
- Monitors housekeeping and laundry department to assure the highest level of cleaning possible to provide the best environment for the patient.
- Works with and assists the Director of Operations in management of the departments.
- Prepares and maintains budget with Director of Operations for Housekeeping and Laundry.
- Responsible for updating and creating the work schedule, zone rotations, approving timecards and time off and, and other duties regarding staffing.
- Follows confidentiality policy for patients and co-workers.
- Performs all tasks management requests within legal and moral constraints.
- Is knowledgeable of hospital policy and procedures as they relate to worker's job.
- Maintains working knowledge of hospital fire plan, disaster plan, tornado plan and what the worker's duties are for each plan.
- Answer phone and relay messages to supervisor.



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