**TITLE: Housekeeping/Laundry Supervisor**

**EFFECTIVE DATE: February 1, 2013**

**REPORTS TO: Administrator**

**METHOD OF PAY: Salaried**

**PURPOSE OF POSITION:**

The primary purpose of the position is to plan, organize, develop and direct the overall operation of the Housekeeping/Laundry Departments in accordance with current federal, state, and local standards, guidelines and regulations governing the facility and as may be directed by the Administrator, to assure that the facility is maintained in a clean, safe, and sanitary manner.

**EDUCATION:**

High school diploma or GED.

**EXPERIENCE:**

1. Must possess leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
2. Must be able to make independent decisions when circumstances warrant such action.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies and the general public.
4. Must be knowledgeable of housekeeping/laundry practices and procedures as well as the laws, regulations and guidelines governing long-term care facilities.
5. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures of the Housekeeping/Laundry Department.
6. Must be able to read and interpret Housekeeping/Laundry cost reports and other financial data and participate in the development of the Housekeeping/Laundry Department budgets.
7. Must be able to relate information concerning a resident’s condition.

**PHYSICAL REQUIREMENTS:** (with or without the aid of mechanical devices)

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak, read, and write the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with the residents.
5. Must be able to cope with and relate to ill, disabled, elderly, emotionally upset and at times hostile people within the facility.
6. Must meet the general health requirements set forth by the policies of this facility.
7. Must be able to assist in the evacuation of residents.
8. Must be able to push, pull, or move a minimum of 50 pounds.

**EXPECTATIONS:**

**Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.**

Magnolia Manor, Inc. has embraced the concept of *Servant Leadership* and is committed to its implementation company-wide*.* Servant Leadership is all about building a workplace community that cares about and serves others, a workplace that creates a sense of shared responsibility where all employees feel they are valued and are an integral part of our organization. Employees must be willing to become a part of the “Servant Leadership Team”, dedicated to continuous improvement in developing and demonstrating the servant leadership characteristics:

Patience Showing self-control

Kindness Giving attention, appreciation, and encouragement

Humility Being authentic, not thinking less of yourself, but thinking of yourself less

Respectfulness Treating others as important people

Selflessness Meeting the needs of others

Forgiveness Giving up resentment when wronged

Honesty Being free from deception

Commitment Sticking to your choices

*Housekeeping/Laundry Services:*

1. Plan, develop, and distribute work schedules and assignments, ensuring adequate staffing: prepare monthly work schedules; prepare daily work assignments seven days in advance; prepare project work assignments as needed;
2. Provide employee training and feedback to meet established quality standards: Complete new employee training checklist within two weeks of hire date.
3. Cover one training/re-training topic monthly with all department employees.
4. Assess employee educational needs at least annually and take corrective action as needed.
5. Conduct monthly staff meetings
6. Verify employee daily/weekly payroll.
7. Complete employee evaluations two weeks prior to due date.
8. Enforce employee disciplinary system per established Magnolia Manor policies and procedures.
9. Make daily rounds to assure that the assigned personnel are performing all required duties according to current federal, state, and local standards and guidelines.
10. Order housekeeping and laundry supplies weekly.
11. Submit weekly status report to keep Administrator informed of all issues affecting department.
12. Assure that laundry is weighed and reported monthly.
13. Complete one tour monthly on all environmental services with the appropriate department head.
14. Conduct monthly room inspections; complete five written recap reports and give feedback to the employee regarding his/her performance.
15. Attend quarterly Quality Management meeting. The Quality Management program is used to monitor performance and help develop solutions to problems and improve performance.
16. Attend Care Plan and Family Council meetings as requested regarding any issues that may arise with respect to Housekeeping/Laundry Department.
17. Assist in the recruitment, interviewing, and selection of Housekeeping/Laundry personnel.

*Safety and Sanitation:*

1. Assure that when you and your employees are performing daily tasks, you are following all safety regulations, infection control and standard precaution policies and procedures.
2. Participate in all fire safety and disaster preparedness drills.
3. Maintain MSDS (Material Safety Data Sheets) for all hazardous chemicals used or stored in Housekeeping/Laundry areas.
4. Report any hazardous conditions/equipment to the Maintenance Supervisor immediately.

*Staff Development:*

1. Attend all meetings and in-services designated as mandatory.
2. Attend and participate in annual OSHA and CDC training programs, annual disaster training, and continuing education programs.
3. Orient new Housekeeping/Laundry employees to the department, its policies and procedures, to the job position and duties.
4. Assist in developing and implementing in-service training programs that relate to the Housekeeping/Laundry Department.

*Assure Resident Rights at all times:*

1. Attend Resident Rights in-service quarterly.
2. Rights of all residents are to be respected at all times per “Residents Bill of Rights.”
3. Maintain resident confidentiality per HIPPA guidelines.
4. Knock before entering a resident’s room.

*Other:*

1. Subject to frequent interruptions.
2. Must be flexible in willingness and ability to work beyond normal duty hours, including weekends, and in other situations as needed to meet the requirements of Magnolia Manor residents.
3. Subject to call-back during any emergency conditions (i.e, severe weather, evacuation, natural disaster, etc.)
4. Expected to follow the policies set forth in the Employee Handbook.
5. Must be without conviction of any criminal offense that would prohibit employment in a nursing facility or exclusion from participation in any Federal health care programs.

**ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Housekeeping/Laundry Supervisor** and agree to perform the identified expectations in a safe manner and in accordance with the facility’s established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious disease, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the Hepatitis B vaccination.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself and that such termination can be made with or without notice.

Signature – Housekeeping/Laundry Supervisor Date

Signature – AdministratorDate