Employee Requisition Form

Position to Be Filled: **Environmental Services Supervisor**

Purpose: *Through the work of the Environmental Service Attendants, is responsible for the housekeeping of the facility and ensuring that the facility is kept neat.*

Required Qualifications / Essential Duties:

- Supervises and coordinates the activities of the Environmental Service Attendants to ensure that all housekeeping work is complete, and that all areas that need to be cleaned are.
- Schedule employees work, checks employees time, and ensure employees are performing all of the janitorial duties that are required
- Minimum 5 years work experience in environmental services
- Supervisory experience helpful
- Must be able to work from oral and written instructions
- Excellent written and verbal communication skills
- Must have excellent active listening skills
- Excellent interpersonal skills in dealing with other

Reports To:	Environmental Services Manager
Starting Rate of Pay:	D.O.E
Approximate Hours:	40
Date Needed:	ASAP
Filling Deadline:	Open Until Filled

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Human Resources Representative Date Posted

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