

Position: Environmental Services Manager

Location: The Royale Kanata

Term: Permanent

Status: Full Time

Department: Housekeeping & Laundry

Reporting to: General Manager

Date Posted: February 13, 2015

Application Deadline: March 6, 2015

Competition Number: ESM KAN 0215

JOB SUMMARY:

As a valued member of the team, the Environmental Services Manager demonstrates a commitment to resident safety by providing quality care in accordance with organization's vision and mission. The Environmental Services Manager is responsible for the overall operation of the Maintenance, Housekeeping and Laundry departments to achieve high standards of quality service, cleanliness and sanitation in accordance with legislative requirements and Royale policies & procedures and health and safety.

The Environmental Services Manager is required to perform their duties in a manner consistent with the core values and employee guiding principles, ensure resident safety, and demonstrate customer service excellence.

RESPONSIBILITIES (But not limited to):

A. General

- Plans, organizes, directs and supervises the work of the staff in the Maintenance, Laundry and Housekeeping departments. Establishes and maintains the standards of quality services in compliance with Ministry of Health and Long Term Care Program Standards (as applicable) and Royale Policies and Procedures;
- Responsible for the hiring, training and orientation process of all three departments;
- Conducts regular departmental rounds to ensure all safety, emergency, building and support systems are functioning properly;
- Develops specific procedures, work patterns and routines, for Home, such as: preventative maintenance checklists, receiving / delivering supplies, and the removal of garbage, laundry routines, janitorial and housekeeping routines;
- Ensures cooperation and team approach with other departments in such tasks as transferring residents, moving and storing supplies and moving furniture and equipment and the provision of laundry and housekeeping services;
- Develops and implements Home specific policies and procedures regarding quality assurance, fire safety, environment and laundry and housekeeping services;
- Participates in budget preparation and control process for all three departments. Orders and/or purchases supplies/equipment in accordance with established policies and budgetary constraints;
- Participates in committee meetings such as Infection Control, Quality Management, Occupational Health and Safety, Environmental Quality Teams as required;
- Establishes and maintains communications with other departments and works cooperatively in carrying out duties to assure the needs of residents are being met;

- Ensures the privacy and respect for residents is maintained during performance of departmental duties;
- Maintains work area in a clean, orderly, and safe manner and assures proper care and safety in use of tools, equipment and supplies;
- Ensures WHMIS labeling and MSDS sheets are maintained and up to date for all three departments;
- Ensures that all Fire Safety Inspections are completed and oversees scheduling, completion and follow up to all fire drills.

B. Maintenance

- Observes and monitors all areas of the Home for ongoing maintenance requirements and organizes preventative maintenance programs and documentation;
- Ensures proper mechanical maintenance of equipment, and repairs to plumbing and electrical systems such as replacing electrical switches, tap washers, belts, lubricating motors, pumps, dampers and associated mechanical equipment;
- Ensures proper and timely completion of typical work such as replacing fuses and light bulbs, repairing call bells, clearing drains, repairing beds, chairs, tables etc., painting and redecorating, replacing tiles and removing garbage;
- Determines scope of work, receives cost estimates and refers problems requiring specialized work such as electrical or plumbing to outside contractors and monitors work performed;
- Liaises with outside service contractors and inspectors to assure equipment and environment conforms to applicable codes and regulations;
- Ensures high standards in completing outside work such as gardening, cutting grass, maintaining patio areas, removing snow and sanding or salting as required;
- Maintains required records, reports, statistics, preventative maintenance logs, equipment service logs, and repair request books etc., in accordance with policies, procedures and legislative requirements.

C. Housekeeping and Laundry

- Ensure that the housekeeping and laundry services provided by the Home are efficient and meet Ministry standards and guidelines (as applicable);
- Conducts inventory counts as per Royale policy and reviews inventory supplies on regular basis to ensure appropriate resources are available to each department;
- Instructs housekeeping and laundry staff in the safe use of equipment, cleaning and washing agents and in proper cleaning techniques/methods;
- Ensures the departments maintains the Home in a clean and sanitary fashion;
- Performs all other duties as assigned.

EDUCATION AND QUALIFICATIONS:

- Knowledge of HVAC equipment, computerized building management systems, electrical systems distribution, fire alarm and sprinkler systems including operation of and testing requirements, emergency diesel generator operations etc.;
- Knowledge of housekeeping and laundry operations and systems;
- Computer skills including Excel/Word/Outlook;
- Ability to read, write English and effectively communicate verbal or written instructions for staff;
- Ability to read and interpret building prints and drawings;
- Health and Safety Certification (level 1 and 2);



- WHMIS training would be an asset;
- Building Environmental Systems diploma from a Community College or equivalent approved related working experience;
- A minimum of 3 years management experience in Long Term Care or Retirement preferred.

WE INVEST IN YOU:

- Tuition Assistance
- Continuous growth and development
- Self-fulfillment through meaningful relationships with clients
- Employee Recognition and Discount Programs
- Employee Referral Bonus
- A dynamic and supportive working environment

Interested applicants are encouraged to apply directly to:

Deborah Brannan

General Manager

The Royale Kanata

3501 Campeau Drive

Kanata, ON K2K 0C1

Fax: (613) 254-9661

Email: deborah.brannan@theroyale.ca

Website: www.theroyale.ca

Please quote the Competition Number **ESM KAN 0215 in the subject line of your fax or email.**

Please note that if hired, your employment with The Royale will be contingent on receipt of a police and vulnerable sector screening free of criminal activities and satisfactory to The Royale's Police Records Check and Vulnerable Screening policy.

In accordance with the Accessibility for Ontarians with Disabilities Act 2005, wherever appropriate, support will be provided in the recruitment process and accommodations for disabilities will be provided on request.

We thank all applicants for their interest, however only those candidates chosen for interviews will be contacted.

OUR VALUES

Respect ° Passion ° Teamwork ° Responsibility ° Growth