**Healthcare Supervisor Job description**

Superior Keystone is looking for a highly qualified and reliable Healthcare Housekeeping Supervisor for 2nd shift at a large healthcare facility. This role supervises a staff of custodians by directing employees on housekeeping assignments, arranging schedules, and providing leadership and training. The Housekeeping Supervisor is a working supervisor that oversees the assigned staff, and cleaning experience in a hospital or other medical environment is essential. This position will report to the Project Manager and is based in Asheville, NC. Typical work hours will be Sun - Thurs 2:30 PM - 11:00 PM.

***What You'll Do as Housekeeping Supervisor***:

* Supervise a staff of up to 5 healthcare housekeepers.
* Assist with and perform all necessary housekeeping tasks required in the medical facility.
* Prepare, maintain, and arrange housekeeping, and floor care personnel schedules to meet the daily or changing workloads or requests.
* Direct and monitor work assignments for housekeeping duties; conduct inspection, check completion of work, and ensure compliance to contract specifications.
* Monitor employee performance. Train new and existing personnel in cleaning procedures and assuring that all facility rules are being observed regarding security and safety for personnel, property, and facilities.
* Maintain time and attendance and resolve routine disciplinary problems.
* Maintain inventory of cleaning deficiency records, and submit reports concerning personnel, equipment, supplies, and general maintenance and repair activities.
* Adhere to the company rules, technical procedures, and safety policies as may be communicated verbally or in writing.
* Provide leadership to housekeeping staff, fostering exceptional customer service skills; motivate staff to improve performance; encourage further development and build professionalism.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***What You'll Need to Be Successful:***

* High school diploma or GED.
* One or two years of public sector (school, hospital, etc.) related experience preferred.
* One (1) year of supervisory experience preferred.
* Certified Healthcare Environmental Service Professional (CHESP), Certified Healthcare Environmental Service Technician (CHEST), or Certified Environmental Service Executive (CESE) certification.

***Knowledge, Skills and Abilities:***

* Experience with all Microsoft Office applications with emphasis in Outlook.
* Ability to follow directions, understand work rules and procedures, and accept constructive criticism.
* Ability to work independently with minimal supervision.
* Experience managing quality control program
* Possess a valid driver's license and maintain a clean driving record.
* Working knowledge of healthcare housekeeping cleaning methods, chemicals, and equipment.
* Ability to establish and maintain effective working relationships with co-workers, hospital staff and government officials.
* Ability and willingness to exert disciplinary action as needed.

***Other Requirements***:

* Ability to pass criminal, drug, and driving screening.
* Possess valid driver's license and maintain good driving record.
* If required, ability to obtain and maintain security clearance and base access to assigned site(s).
* Ability to be exposed to various dirt, debris, and odors. Subject to hazards associated with working in a health care environment that may cause personal harm; diseases, cuts, bruises, burns, common colds, influenza, dust, odors and elevated noise levels.
* May be required to work in aseptic areas and be exposed to various chemicals and infectious disease.
* Proof of COVID-19 vaccination, boosters, and/or regular COVID testing. All religious, medical, or other legally recognized exemptions regarding vaccination status will be considered.

***Equal Opportunity Employment***

Superior Keystone is an equal opportunity employer and values diversity at our company. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. All Veterans and/or persons with all types of disabilities are strongly encouraged to apply!

***Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities***

Superior Keystone will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Job Type: Full-time

Salary: $19.70 - $24.11 per hour

Benefits:

* Health insurance
* Paid time off
* Paid training
* Referral program

Schedule:

* 8 hour shift

Ability to commute/relocate:

* Asheville, NC 28805: Reliably commute or planning to relocate before starting work (Required)

Shift availability:

* Day Shift (Preferred)
* Night Shift (Preferred)

Work Location: In person