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VillaCathay.ca

Environmental Service Supervisor **(Full-time, 1 year contract)**

Villa Cathay Care Home invites you to join us in making a difference!

Villa Cathay Care Home is committed to providing the highest quality, individualized and professional care to our seniors. By creating a safe, warm, and culturally focused Home, our elderly residents and their families find comfort, respect, and dignity. Our interdisciplinary team of professionals provides care with love and respect, honoring the dignity of seniors.

What you will do

The Environmental Service Supervisor plays an important role in effecting change and in delivering service quality that satisfies residents and stakeholders and that contributes to a collaborative working environment.

This position is responsible for frontline leadership in overseeing the laundry, housekeeping, and janitorial services and responsible for organizing staff, resources, and daily activities to meet established housekeeping standards. Order, monitor and receive Environmental Services supplies, maintain related reports, monitor expenditures, and prepare budget estimates, and act as a liaison with other departments.

Key responsibilities include:

1. Supervises support services staff by coaching, training, and providing direction in accordance with relevant regulations and best practice, including, but not limited to, food safety, infection control, and occupational health and safety. Maintains efficient and effective operations and quality standards. Perform weekly audits.
2. Provides training and orientation to team members, coordinates work assignments, provides feedback to employees, and fosters a collaborative work environment that supports learning and development.
3. Arrange cohort staffing and terminal cleaning as needed. Working closely with infection control and patient care teams to clean and disinfect clinical and non-clinical areas, including resident rooms, offices, washrooms, and common areas. They also remove garbage,

recycling, soiled linen and bio-hazard waste, vacuum floors, clean and polish floors and disinfect walls and beds, among other duties.

4. direct the performance of a variety of housekeeping and cleaning duties, such as cleaning and disinfecting furniture, curtain, windows; sweeping, spot washing, dry/wet mopping, scrubbing, stripping, sealing, waxing, buffing, and polishing areas such as floors, lobbies, entrances, walkways, and stairways; terminal cleaning; and collection of garbage and recyclable materials and clean and soiled laundry.
5. Managing effective use of resources by estimating requirements, handling orders, receiving support service supplies, and resolving discrepancies with suppliers.
6. Orders all products in accordance with buying specifications. Performs financial responsibilities. Monitors and ensures equipment is in good repair.
7. Preparing budget estimates and monitoring budget for the designated areas. Providing recommendations and information to the Manager regarding budget and equipment needs for housekeeping, laundry, and janitor for the designated areas.
8. Prepares and maintains reports, statistical information, and departmental records as required by facility policies and procedures, the Ministry of Health and government legislation. Processes weekly invoices, maintains an efficient inventory system.
9. Regularly review equipment and appliances in use to ensure they are effective in achieving the goals; recommend improvements as needed.
10. Arrange for maintenance and repair of housekeeping machinery and equipment. Seeks information regarding capital equipment and machinery and supply sources for Manager as required.
11. Monitor housekeeping and laundry inventory levels for the designated areas. Orders housekeeping and cleaning supplies and equipment. Maintains related reports and records in accordance with established procedures.
12. Conducts incident investigations of work-related injuries in support services and enhances relevant system and work process for work safety. Participates in the Occupational Health and Safety Committee if required.
13. Anchors and champions safe practice standards while balancing cost-effectiveness and efficiency.
14. Performs other duties as required by Villa Cathay operational requirements.
15. Backfills Food Service Supervisor's essential duties as needed.
16. Act as a liaison with other departments such as participating in departmental and team meetings and committees as required.

What you bring

- Current certificate of Food Safe I required; WHIMIS Certificate required
- Effective verbal and written communication skills
- Demonstrated interpersonal and supervisory skills with proven ability to lead and motivate staff
- Strong problem-solving skills with ability to resolve conflicts and maintain a harmonious working environment
- Strong organizational skills and the ability to prioritize work according to the organizational goals

- Ability to operate related equipment including ability to use the Microsoft Office suite of products
- Ability to write, read, and speak Chinese an asset

Additional Information:

- Able to demonstrate a clear criminal record to work with vulnerable adults.
- Work days/hours: Sunday – Thursday, 10am – 6pm

Compensation, Benefits and Rewards

- Competitive benefit package
- Salary commensurate with experience

Salary

\$28 - \$31/hr

How to Apply

To apply or for any inquiries, please email us at: hr@villacathay.ca and put “Environmental Service Supervisor” in the email subject line.

Successful applicants may be required to complete a Criminal Records Review Check. As per the current Public Health Orders, all employees working in long term care are required to be fully vaccinated for COVID-19. Proof of vaccination status will be required. We appreciate and thank you all applications in advance for their interest, however, only those candidates selected for an interview will be contacted.