

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 2420  
Grade: 12  
FLSA: Non-Exempt

**Standard Job Description**

**Job Title**  
Building Service Supervisor

**Department**  
Cermak Health Services

**Job Summary**

Supervises the Building Service Workers that are responsible for the maintaining floors and for the cleaning of all medical, clinical, and administrative areas utilized by Cermak Health Services.

This position is exempt from Career Service under the CCHHS Personnel Rules.

**Typical Duties**

- Assigns cleaning assignments to Environmental Service Workers.
- Distributes cleaning supplies to staff.
- Trains staff on proper cleaning techniques.
- Mentors staff and suggests ways to improve their quality of work.
- Inspects clinical, medical, and dental areas for cleanliness and reports all findings to the Department Director
- Inspects the condition of all medical areas and reports to the Department Director any necessary repairs to be made by carpenters, painters, electricians, plumbers, locksmiths, or other skilled trades.
- Passes out clean and collects soiled linen in Cermak Infirmary areas.
- Orders linen, mop heads, and rags from contracted linen service vendor.
- Delivers oxygen in the Cermak Building.
- Maintains all floor equipment and Cushman carts for the department.
- Performs all other duties as assigned.

**Reporting Relationships**

Reports to the Business Manager IV

**Minimum Qualifications**

- High School diploma or GED
- Two (2) years cleaning experience, having worked as an Environmental Service Worker, Janitor, or similar position
- One (1) year experience working with floor care equipment

**Preferred Qualifications**

- Ability to teach and mentor staff
- Ability to read and write English

**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to explain common floor care and cleaning techniques
- Ability to lead crew on projects and meet deadlines
- Ability to prioritize many projects and assign staff correctly to reach all shift objectives

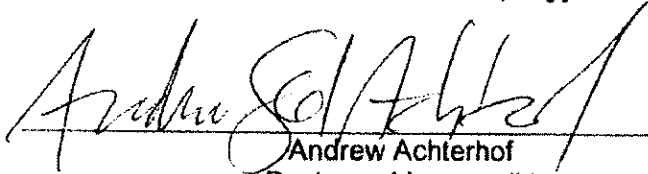
**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:

  
\_\_\_\_\_  
Andrew Achterhof  
Business Manager IV

2/6/17  
\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Gladys Lopez  
Chief of Human Resources

\_\_\_\_\_  
Date