



JOB DESCRIPTION

Position:	Environmental Services Lead
Reports to:	Operations Supervisor or designee
Classification/Pay Scale:	Hourly, Non-Exempt/\$21.00 -- \$27.00
Date Created:	09/25/2024

Position Summary: The Environmental Services Lead is responsible for overseeing the daily operations of the housekeeping and janitorial services at Evolutions Fitness and Wellness Center. This role ensures that all areas of the facility, including fitness spaces, locker rooms, common areas, and offices, are maintained at the highest level of cleanliness and hygiene. The Environmental Services Lead will manage a team of Environmental Services staff, set cleaning standards, monitor supplies, and work closely with management to ensure a safe and welcoming environment for members and staff.

Essential Functions:

- Supervise and lead the Environmental Services team, ensuring all tasks are completed to a high standard and in a timely manner.
- Create and manage cleaning schedules to cover all areas of the facility, including daily, weekly, and deep-cleaning routines.
- Ensure that locker rooms, restrooms, showers, fitness equipment, common areas, and offices are thoroughly cleaned and sanitized.
- Inspect and audit all areas regularly to ensure cleanliness and address any issues promptly.
- Train and develop Environmental Services staff in proper cleaning techniques, use of equipment, and safety protocols.
- Maintain inventory of cleaning supplies, linens, towels, and equipment, and place orders as needed to ensure sufficient stock.
- Coordinate with management to address special cleaning needs, maintenance issues, and any facility-related concerns.
- Ensure compliance with health and safety regulations, especially regarding the use of cleaning chemicals and equipment.

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- Handle any member complaints or concerns related to cleanliness in a professional and timely manner.
- Assist in cleaning tasks during peak hours or in case of staff shortages.
- Maintain records of cleaning schedules, inventory, and staff performance.

Qualifications:

- Proven experience in the cleaning services industry, preferably in a fitness center, hospitality, or commercial cleaning environment.
- Prior supervisory or leadership experience in a housekeeping or janitorial role.
- Strong knowledge of cleaning practices, tools, and health/safety regulations.
- Excellent organizational and time-management skills.
- Ability to manage and motivate a team.
- Strong attention to detail and commitment to maintaining a clean and sanitary environment.
- Good communication skills and ability to interact professionally with staff and members.
- Ability to lift and move cleaning equipment and supplies as needed.

Physical Requirements & Working Conditions:

Physical Requirements

- Hearing (Constantly)
- Sitting (Constantly)
- Standing (Constantly)
- Talking (Constantly)
- Walking (Frequently)
- Near Vision (Constantly)
- Far Vision (Constantly)
- Use of keyboard, mouse and/or computer equipment (Frequently)

Work Environment

- This position may require occasional evening, weekend, or holiday work depending on facility needs.

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- The role involves physical tasks, including standing, walking, lifting, and using cleaning equipment.

Please Note: *This job description is intended to describe the general nature and level of work required of this position. This is not an exhaustive list of all duties one may be asked to execute. Evolutions may from time-to-time revise or modify the requirements of the position.*

Received by employee:

Name: _____

Signature: _____ Date: _____