

# Position Description

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| <b>Position Title:</b>            | Environmental Supervisor                                                                                                                                                                                                                           |
| <b>Reports to:</b>                | Environmental Services Co-ordinator                                                                                                                                                                                                                |
| <b>Department:</b>                | Environmental                                                                                                                                                                                                                                      |
| <b>Directorate:</b>               | Corporate Support Services                                                                                                                                                                                                                         |
| <b>Cost centre:</b>               | R0002                                                                                                                                                                                                                                              |
| <b>Code &amp; classification:</b> | General Service Supervisor (GN1)                                                                                                                                                                                                                   |
| <b>Employment conditions:</b>     | Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time) |

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Environmental Supervisor reports directly to the Environmental Services Coordinator within the Environmental Department team. The Environmental Department manages the daily operations including cleaning, portering, waste management and linen.

The Environmental Supervisor deputises to the Environmental Services Coordinator and will cover leave of absence for the Environmental Services Coordinator, ensuring compliance with GV Health's Cleaning Program ensuring that at all times it meets the Cleaning Standards for Victorian Health Facilities as well as all other infection control and accreditation standards. The Environmental Supervisor will provide advice and support to the cleaning services to GV Health external campuses including Grutzner House, Wanyarra and Tatura campuses and external services and projects as required.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to:**

- Cover Leave absent of Environmental Services Coordinator
- Supervision of Environmental Staff
- Allocate resources to meet the daily services requirements for the department
- Provide guidance and leadership to ensure Environmental Staff, present themselves, their equipment and their department to the highest standard
- Ensure all areas of GV Health are cleaned following procedures as defined by the department of health and Victoria cleaning standards and Infection control
- Administrative duties such as work allocation, Training, Cleaning audits and Rostering of staff
- Assist Environmental Services Coordinator in recruitment of staff (interviewing)

- Orientation of new staff members to department, including training new staff
- Process and Maintain of documentation & schedules regarding Environmental Service cleaning standards/records
- Ensure Adequate of supply of consumables for the department
- Order Supplies on GVH ordering system, Oracle
- Complete DOS as required
- Ensure all areas of GV health have adequate supplies of Clean Linen
- Liaison with Gouge linen Supply and recording/entering daily linen usage of linen onto spreadsheet
- Ensure waste is disposed of in accordance with GV Health waste disposable policy/Procedures
- Place daily cleaning schedules in wards and folders
- Co-ordination of work schedules, staff training, cleaning standards and audits.
- Give direction to staff with special task risen
- Print out rectification sheet of Audit and deliver to the correct areas
- Ensure all equipment is in working order
- Write up work schedules/tasks
- Checking rosters daily, ensuring staff have arrived and using payroll system Roster on for recording and adding leave requests
- Fortnightly Rostering for 80+ staff
- Mortuary calls (Viewing, Release, Transfer)
- Perform the role of area department Emergency warden
- Respond to all emergency code as required (Blue, Green, Grey call etc)
- Part of Grey/Black response team Carry pager and attend as required
- B.E.I.M.S Facility Management System
- Report incidents and hazards including Potential hazards on VHIMS (Risk man)
- Assist in incident investigations
- Attend to any staff inquires and guidance
- Assist Environmental Service Coordinator and accommodation services where required
- Assist Request from all other Departments
- Set up for functions as require
- Arrange for equipment to be moved /relocated with in GV Health Departments
- Maintain Material Safety Data manuals & maintain ward manuals
- Provide high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

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## KEY SELECTION CRITERIA

### Essential:

- Minimum 2 years of relevant industry experience or in a similar role
- Knowledge of OH&S Infection control and safe chemical handling
- Experience in training and auditing
- Demonstrated compliance with workplace Regulations, Australian Standards, Infection Control, Workplace Health Safety and Wellbeing and relevant industry standards,

- Proficiency with computer systems and advanced working knowledge of MS Office, database and reporting systems.
- Excellent leadership, interpersonal and communication skills
- Highly developed written and verbal skills
- Flexible working hours
- Demonstrated skills in team building

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**Desirable:**

- Sound knowledge of Word, Excel and Roster on Computer systems
- Knowledge of Cleaning standards for Victorian health facilities
- Ability to align resources to operational requirements

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## **KEY PERFORMANCE INDICATORS**

**Your performance will be measured through your successful:**

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of effective teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ensure all cleaning duty lists are aligned to the current operational requirement for specific areas completed signed off and filed
- Provide performance reports to the Environmental Services Coordinator within the required timeframe in line with department requirements
- Manage ad hoc situations as they occur to achieve required outcomes
- Audit rectification sheets distribution, processed and returned completed within the mandatory required timeframes
- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

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## **ALL GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;

- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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## ACCEPTANCE

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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| Corporate Support Services | Environmental Supervisor |
|----------------------------|--------------------------|
| <b>Reviewed by:</b>        | Michael Fitzsimmons      |
| <b>Issue Date:</b>         | November 2025            |

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)