



British Virgin Islands Health Services Authority

Vacancy Notice No. 15 of 2026

ENVIRONMENTAL SERVICES (HOUSEKEEPING) MANAGER

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants to apply for the position of **Environmental Services (Housekeeping) Manager**. The Environmental Services (Housekeeping) Manager organizes, supervises, coordinates, and controls the activities of the Environmental Services Unit and is responsible for the cleanliness and sanitary condition of the hospital. Additionally, they will be expected to apply the policies and procedures of the BVIHSA along with internationally accepted health codes and safety regulations. Furthermore, they are required to ensure a smooth running operation by guaranteeing that all staff employees are performing their job functions in an efficient manner while promoting a safe working environment and customer satisfaction.

PRIMARY DUTIES & RESPONSIBILITIES *(included but not limited to):*

1. Performs all aspects of Environmental Services (Housekeeping) management in a manner that optimizes patient safety and reduces the likelihood of medical/health care errors.
2. Develops, evaluates and implements departmental policies and procedures, goals and objectives and standards of work.
3. Manages unit's inventory control programs, prepares, evaluates, monitors, and controls the unit's annual budget.
4. Develops and applies the standards of quality and productivity.
5. Submits recommendations to management for painting, repairs, furnishings and relocation of equipment and reallocation of space.
6. Investigates new and improved cleaning equipment, methods and supplies and communicates information to employees.
7. Reviews linen usage statistics, maintains loss and cost controls and ensures that the linen supply is clean and that there is an adequate supply available at all times.
8. Schedules staff to ensure proper coverage of the hospital.
9. Participates in information management, performance improvement and infection prevention and control programs.
10. Prepares and submits a monthly report with recommendations concerning the unit functions and expenditures to the Director of Operations inclusive of recommendations for purchases/or repair equipment.
11. Observes and monitors routine floor care in rooms and public areas as performed by Environmental Services (Housekeeping) Technicians.
12. Plans, schedules, coordinates, and directs stripping, waxing, polishing, and shampooing of floor covering throughout the hospital in accordance with the floor covering maintenance program.
13. Ensures compliance with policies and procedures regarding department operations, fire, safety, emergency management and infection prevention and control.
14. Effectively and consistently communicates administrative directives to staff and encourages interactive departmental meetings and discussions.
15. Resolves staff concerns at the departmental level, utilizing the grievance process as required.
16. Maintains current list of service vendors who are authorized and licensed, if applicable, to inspect and/or repair facility equipment/systems.
17. Confers with the Director of Operations, on regular basis, in the development and implementation of unit objectives with respect to the overall facility.
18. Stays current in area of Environmental Services through continuing education conferences, professional journals and societies.
19. Performs other duties or special assignments as directed by the Director of Operations.

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MINIMUM REQUIREMENTS:

Education & Experience

- ❖ Associate or Bachelor's Degree (preferred) from an accredited institution and 5 - 10 years related experience and/or training; or equivalent combination of education and experience.
- ❖ Over 5 years in healthcare housekeeping or hotel industry experience.
- ❖ Over 5 years management and supervisory experience.

Licenses and/or registrations

- ❖ Certified Healthcare Environmental Services Professional (CHESP) certification preferred.
- ❖ Certificate in Cleaning Services or Infection Control Cleaning.

Knowledge Skills and Abilities

- ❖ Complete knowledge of pertinent regulatory agencies and the policies, codes, standards, and regulations that applies to the healthcare environment.
- ❖ Working knowledge of infection control techniques.
- ❖ Sound communication skills (listening, verbal and written).
- ❖ Sound organisational, creative, motivational, and interpersonal skills.
- ❖ Ability to work under pressure while maintaining high standards and meeting deadlines.
- ❖ Ability to be flexible and to exercise good judgment in carrying out all phases of work.
- ❖ Integrity and confidentiality.
- ❖ Ability to work in a team environment.
- ❖ Ability to set work priorities and delegate to supervisors as necessary.
- ❖ Ability to operate standard office equipment inclusive of printers, photocopiers and sound knowledge of computer applications including word processing and spreadsheets.

Physical Demands

- ❖ Physical ability to lift or move (25 – 40 LBS) supplies, equipment, and accessories.
- ❖ Ability to bend, stoop, crouch, kneel and climbing stairs are occasionally required.

Work Environment

- ❖ The work environment is representative and typical of similar jobs in comparable organizations.

SALARY: \$32,208.00 - \$41,868.00 (Commensurate with qualifications and experience).

CLOSING DATE: 5th August 2026

To apply, please send curriculum vita (resume) and letter of application to:
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands
E-mail address: employment@bvihsa.vg