

Department: ENVIRONMENTAL

Position: ENVIRONMENTAL SERVICES WORKER (Housekeeping)

Responsible to: ENVIRONMENTAL MANAGER

Hours of Work: 8:00 am - 4:00 pm

JOB SUMMARY:

The Environmental Services Worker-housekeeping will follow an established daily routine, and provide housekeeping services that maintain a high standard of cleanliness. He/she reports directly to the Environmental Manager. At times may include working with and providing directions for on the job placement trainees.

DUTIES:

All duties performed will follow optimal safety standards to ensure the safety of residents, staff and visitors.

Acquire a working knowledge of and adhere to policies, procedures and standards of the environmental department and the facility.

Follow established routines to perform the duties and responsibilities for housekeeping services and equipment usage.

Develop skills and habits that maintain the standard of cleanliness required by the home.

Develop knowledge of materials, cleaners and chemicals and where to use them in order to preserve surfaces, equipment and property within the facility.

Use chemicals, materials and equipment as instructed.

Demonstrate knowledge of fire and safety procedure.

Assist in the orientation of new employees.

Duties (cont.)

Communicate effectively and professionally with residents, staff and visitors.

Perform all other allied duties and responsibilities as require.

QUALIFICATIONS & ATTRIBUTES:

Grade 12 or equivalent (GED) preferred. Environmental Service Workers course, or willingness to obtain course essential. Experience working in an environmental department in a health care facility is preferred, but not mandatory.

Ability to work effectively and efficiently.

Must be neat and clean in appearance.

Must demonstrate mental, emotional and physical ability to carry out duties and responsibilities of the position.

Must be mature and possess good communication, organisational and interpersonal skills.

Must be able to follow verbal and written instructions without direct supervision.

Must be a team player, working co-operatively and respectfully with all staff members and residents.

MacLeod Group Nursing Homes
MAHONE NURSING HOME
Mahone Bay, N.S.

JOB DESCRIPTION

Department: ENVIRONMENTAL

Position: ENVIRONMENTAL SERVICES WORKER (Laundry)

Responsible to: ENVIRONMENTAL SERVICES MANAGER

Hours of Work: 6:00 am - 2:00 pm

JOB SUMMARY:

The Environmental Services Worker-laundry will follow an established daily routine, and provide laundry services that maintain, a high standard of clean, sanitary laundry. He/she reports directly to the Environmental Services Manager. At times may include working with and providing directions for on the job placement trainees.

DUTIES:

All duties performed will follow optimal safety standards to ensure the safety of residents, staff and visitors.

Acquire a working knowledge of and adhere to policies, procedures and standards of the environmental department and the facility.

Follow established routines to perform the duties and responsibilities for laundry services and equipment usage.

Segregate all torn, badly stained and improperly washed items. Set aside those items requiring mending for the Seamstress.

Clean and check all equipment, reporting all necessary repairs to the Environmental Services Manager.

Demonstrate knowledge of fire and safety procedure.

Assist in the orientation of new employees.

Communicate effectively and professionally with residents, staff and visitors.

Perform all other allied duties and responsibilities as required.

QUALIFICATIONS & ATTRIBUTES:

Grade 12 or equivalent (GED) preferred. Environmental Service Workers course or willingness to obtain this course essential. Experience working in an environmental department in a health care facility is preferred, but not mandatory.

Ability to work effectively and efficiently.

Must be neat and clean in appearance.

Must demonstrate mental, emotional and physical ability to carry out duties and responsibilities of the position.

Must be mature and possess good communication, organisational and interpersonal skills.

Must be able to follow verbal and written instructions without direct supervision.

Must be a team player, working co-operatively and respectfully with all staff members and residents.