



Housekeeper – Job Description

Title

Environmental Service Worker

Reports to

Support Services Manager

Summary

This position is accountable for:

Providing a clean, sanitary comfortable, orderly and satisfying surroundings for the residents, employees, and public, within well established guidelines. The housekeeper promotes sanitary conditions, which prevent the spread of infection and odours

Operating a variety of commercial and residential equipment within well-established guidelines in the performance of laundry services in a centralized laundry operation.

Core Competencies

- Service Orientation
- Communication
- Respect
- Team Work
- Quality Assurance
- Problem Solving
- Accountability and Dependability
- Ethical
- Integrity

Work Duties

Housekeeping

- Maintain Home in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.
- Follow cleaning schedule (daily, weekly, monthly, etc.,) established by manager.

- Clean assigned areas, furnishings, and fixtures according to established housekeeping procedures.
- Clean bathroom and disinfects all fixtures, floors, and walls ensuring to replacing bathroom supplies
- Clean floors with dry mops, wet mops, sweeps, waxes, buffs, disinfects where and when necessary.
- Clean movable and stationary furnishings and fixtures: Dusts, spot cleans or washes, disinfects when necessary, polishes where required. This includes the cleaning of ledges, shelves, vents, etc.
- Empty and clean garbage and wastebaskets
- Perform vacant room cleaning duties according to established in resident rooms when resident has been discharged or transferred, and prepares room for new resident.
- Perform emergency housekeeping when accidents occur.
- Clean entrances and exits
- Report observations concerning structural and equipment wear, defects and malfunctioning to Manager.
- Report supply and equipment needs to Manager for replenishing.
- Maintain equipment used in performing duties.
- Must clean up human waste and other body fluids, as required.
- Responsible for disposal of trash, waste, and other disposable materials.
- Handle various cleaning solvents, chemicals, etc.
- Report any needed repairs

Laundry

- Operate various types of commercial and residential laundry equipment
- Collects soiled laundry such as linens, personal clothing, towels, etc.
- Sort laundry, load and unload washers, dryers.
- Collect, process, label and deliver personal clothing.
- Fold clean laundry visually inspecting for holes and other signs of wear.
- Load cart and distribute linen
- Return personal clothes to resident rooms.
- Washes mops and cleaning cloths from housekeeping, utility and kitchen departments.
- Cleans washers, dryers and laundry carts; sweeps floor and disposes of garbage.
- Ensures proper start-up and shut down of equipment.
- May make minor repairs to clothing.
- Maintains inventory of linen and chemical supplies.

Combined

- Assist in the orientation and training of new dietary employees
- Follow and comply with health and safety legislation, departmental safe work procedures

- Comply with all provincial regulations/standards and established department policies and procedures
- Be aware of the Resident Rights & Responsibilities and endeavor to respect and promote it
- Attend in-service training as required in order to better serve the needs of the residents
- Attend resident meetings as required to be aware of changes
- Perform other related duties as required.

Requirements

- High school diploma/GED.
- WHMIS Certificate
- Possess a clear Venerable Sector Criminal Records Check
- Experience with environmental service and/or nursing home work preferred.
- Any satisfactory combination of education, training, experience, or abilities in a related field.
- Must be able to read, write, and speak English as to be understood effectively by another individual.
- Ability to follow oral directions.
- Ability to cooperate with other employees.
- Willingness to perform routine, repetitive tasks on a continuous basis.
- Perform tasks despite frequent interruptions.
- Economical use of supplies, care and use of equipment.
- Must be able to accomplish all responsibilities with little supervision.

Work Conditions

- Strenuous physical activity involved (walking, standing, lifting).
- On feet most of workday.
- Must be able to lift 35 pounds; stretch arms above head; bend to clean under furniture
- Pushes, pulls, lifts, cleaning equipment and supplies.
- May stand on small stepladder to reach high places.
- Subject to heavy dust, housekeeping and disinfecting solutions.
- Work in damp, dusty and dirty areas.
- May be exposed to infectious waste, diseases, conditions, etc.
- Interacts with residents, family members, staff, visitors, government agencies/personnel under all circumstances, which may be traumatic situations.
- Overtime as required.