



# HUMAN RESOURCES MANUAL

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## STATEMENT

Park Place Seniors Living (PPSL) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and PPSL policy.

## PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

## PROCEDURE

**DEPARTMENT:** Housekeeping Services

**JOB TITLE:** **Housekeeping Aide**

**REPORTS TO:** Housekeeping Supervisor

### JOB SUMMARY:

As a valued interdisciplinary team member the Housekeeping Aide, under the direction of the Housekeeping Supervisor, performs general cleaning duties in the PPSL Home, including the cleaning of residents' rooms, bathrooms, staff rooms, offices and other areas as assigned. Follows all relevant PPSL policies including infection prevention and control, WHMIS and quality improvement. Treats residents with dignity and demonstrates an attitude of caring. The Housekeeping Aide ensures a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Vacuums, dry mop and wet mops all floors.
2. Cleans bathroom, commodes, lifts and other equipment as assigned.
3. Performs daily, routine and terminal cleaning of resident rooms including disinfecting beds and turning/flipping mattresses, cleaning of windows and blinds/curtains.
4. Strips, refinishes and polishes floors.
5. Ensures housekeeping equipment is clean and reports any equipment needing repair to Housekeeping Supervisor and/or Maintenance.
6. Understand and follows PPSL Infection Prevention and Control policies and procedures and Universal Precautions in handling body fluids.
7. Identifies and reports risks to ensure the safety of residents, visitors and staff.
8. Responsible for cleaning job duties and signing off on completed scheduled work as per site procedures.
9. Assists residents in keeping their rooms neat and tidy.



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10. Checks and restocks housekeeping supplies. Reports to Housekeeping Supervisor when supplies are low.
11. Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings and committees.
12. Maintains a safe environment for residents, significant others and staff by adhering to established safety policies, standards and procedures including emergency procedures and infection control guidelines. Reports unsafe conditions and malfunctioning equipment to the nurse.
13. Performs other related duties as assigned.

## **HEALTH AND SAFETY RESPONSIBILITIES:**

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
  - Uses safe work procedures,
  - Promotes health and safety policy and awareness,
  - Makes safety suggestions.
  - Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Sets a good example.

## **QUALIFICATIONS:**

Grade 8; facility cleaning experience an asset.

## **SKILLS AND ABILITIES:**

- Ability to communicate effectively in English, both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Ability to work in teams collaboratively and communicate with others in a respectful manner.
- Physical ability to carry out the duties of the position.

## **EQUIPMENT USED:**

Computer, facsimile and photocopier



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## PHYSICAL DEMANDS:

MUST on a daily basis: be able to stand, lift, bend, stoop, kneel, squat, climb ladders, use stairwells, operate self-powered equipment, carry up to 9.1kg, push/pull object of 23kg. Look over both shoulders, use both arms at full length, works with arms above the shoulders, use vibrating tools, have full use of both hands, work in hot environment, and walk 330ft/90m. or longer distances on even surfaces.

## HEALTH AND SAFETY RISKS – ENVIRONMENT

- Physical: Strain on shoulder, neck and back, eye strain, cuts and scrapes, electrical shock.
- Environmental: Draught, dust exposure, working alone situation, exposure to temperatures
- Chemical: Chemical exposure
- Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
- Radiation: Light exposure
- High Risk Element: Inhalation, slips/trip/falls and ergonomics related to building and equipment maintenance