



# HUMAN RESOURCES POLICY & PROCEDURE

Manual	Human Resources	Policy No.	<b>13-01-02.x</b>
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## **POLICY STATEMENT**

Park Place Seniors Living will have standardized position descriptions for all workers based on relevant standards of practice &/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 Attendant

**REPORTS TO:** Housekeeping & Laundry Sup.

### **JOB SUMMARY:**

Under the direction of the Supervisor, performs general janitorial duties in the facility, including the operations of the large housekeeping equipment in order to clean carpets, corridors, furniture and other areas as assigned.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Vacuums, dry mop and wet mops all floors.
- Cleans bathroom, commodes, lifts and other equipment as assigned.
- Strips, refinishes and polishes floors.
- Ensures housekeeping equipments are clean and reports any equipment needing repair to the Supervisor.
- Shampoos all common area carpets with carpet cleaning equipment
- Responsible for shampooing furniture including maintaining and coordinating a schedule to ensure all furniture is shampooed on an annual basis and more often as may be required
- Understand and uses Infection Prevention and Control Procedures and Universal Precautions in handling body fluids.
- Identifies and reports risks to ensure the safety of Residents, visitors and staff.
- Responsible for completion and signing off on schedule cleaning duties

### **Understands:**

- The Resident Safety Programs (Falls Program)
- The Infection Prevention and Control Program
- The Health and Safety Program (H&S) and WHMIS Program
- The Fire Prevention and Disaster Response Program
- Participates in the Continuous Quality Improvement (CQI) Program
- Attends staff development programs.
- Responsible for the safe performance of assigned housekeeping duties and participates in Occupational Health and Safety Committee if assigned.
- Assists Residents in keeping their rooms neat and tidy.
- Checks and restocks housekeeping supplies. Reports to Director when supplies are low.
- Performs other related duties as required.



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## HEALTH AND SAFETY RESPONSIBILITIES:

- Responsible to read, understand and comply with company's Occupational Health and Safety policies and safe work practices.
- All Staff to be aware of safety policy.
- Promote health and safety awareness
- Cooperate with the employer through involvement in all aspects of the Health and Safety Program.
- Use safe work procedures.
- Comply with rules and regulations.
- Responsible to take every reasonable precaution to protect the safety of themselves, other workers in their area and the general public.
- Reports any near miss, injury, accident or equipment damage to Supervisor immediately and complete require reports.
- Report unsafe conditions.
- Correct unsafe conditions.
- Report unsafe acts.
- Make safety suggestions.
- Read minutes posted.
- Set a good example.

## QUALIFICATIONS:

### Education and Training:

- Minimum Grade 8 or equivalent.
- Must be able to speak English fluently and to understand written and verbal instructions.
- Must be able to follow directions contained in equipment manuals.
- Must be able to read and understand WHMIS Program and pass the exam.
- Must be able to read and follow instructions on chemical bottles.

### Physical Demand Analysis:

This position entails extensive standing, lifting, bending, stooping and stretching activities on a daily basis.

### Health and Safety Risks – Environment

Refer to Job Task Analysis

Physical: Strain on shoulder, neck and back, eye strain, cuts and scrapes, electrical shock.

Environmental: Draft, 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



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## Special Demands

- Must be in good health and free from infectious disease.
- Must be well groomed.
- **MUST:** 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.

## Personal Attributes

- Must demonstrate interest in and respect for Residents.
- Must be able to establish and maintain harmonious relations with Residents, visitors and co-workers.
- Must be able to work in a cooperative manner with other employees.
- Must have the ability to perform repetitive tasks.
- Must demonstrate commitment to the CQI, Risk Management, OH&S. WHMIS and Infection Prevention and Control Programs.
- Participates in Staff Development Programs and on Committees as assigned.