

Closing Date: May 30, 2020 at 0900H

POSITION AVAILABLE – Housekeeping Attendant
EMPLOYMENT OPPORTUNITY - Casual
WAGE RATE - Dependant on Qualified Experience

POSITION SUMMARY:

This position will be responsible for the duties of both a Housekeeping Aide and a Laundry Services Attendant, dependant on the Housekeeping Department's needs.

Under general supervision of the Housekeeping Team Leader the Housekeeping Aide will perform duties such as general cleaning of resident rooms, restrooms, utility rooms, kitchens and other related duties as required. You will also participate in team meetings and assignments, recommend changes and improvements for the department and assist other employees as required.

Under general supervision of the Housekeeping Team Leader the Laundry Services Attendant performs duties such as laundering Care Centre Linens and Resident Personal Clothing. Duties include sorting, day-to-day laundering, folding and stocking linen carts and rooms.

RESPONSIBILITIES:

HOUSEKEEPING AIDE:

- Performs day-to-day housekeeping functions and specific tasks as assigned.
- Cleans, washes, polishes, sanitizes, deodorizes, and disinfects all areas and items in the care centre including furnishings, fixtures, trash bins, windows, mirrors, floors, carpets, walls, ceilings, bathrooms, etc., using proper cleaning and disinfecting solutions and procedures.
- Ensures that work areas are maintained in a clean, safe, comfortable and attractive manner, clearly marked with caution or safety signs as required.
- Ensures that work areas are free of all hazardous objects and that all equipment, tools, and supplies are properly stored at all times.
- Ensures that established Universal Precautions and infection control, isolation, fire, safety, and sanitation practices and procedures are maintained and followed when performing housekeeping duties.
- Promptly reports all hazardous conditions and equipment to the Housekeeping Team Leader or the Executive Director.
- Follows safe work practices and wears appropriate personal protective equipment when necessary.
- Maintains knowledge of location and contents of departmental Material Safety Data Sheets.
- Ensures that work and cleaning schedules are followed
- Check and replace hand sanitizer throughout the centre.

LAUNDRY ATTENDANT:

- Performs day-to-day laundry functions and specific tasks as assigned.
- Operates commercial laundry equipment; washing machines, dryers, irons, steamers and label press.
- Sorting laundry and linens, pre-spotting and stain treatment as required.
- Drying and folding of care centre linens and resident laundry.
- Loads and unloads washers and dryers ensuring that proper settings are used and that chemical supplies are maintained at correct levels.
- Deliver clean laundry and linen throughout the centre.



RESPONSIBILITIES CONTINUED:

LAUNDRY ATTENDANT CONTINUED:

- Ensures that work areas and equipment are maintained in a clean, safe, comfortable and attractive manner, clearly marked with caution or safety signs as required.
- Ensures that work areas are free of all hazardous objects and that all equipment, tools, and supplies are properly stored at all times.
- Ensures that established Universal Precautions and infection control, isolation, fire, safety, and sanitation practices and procedures are maintained and followed when performing housekeeping duties.
- Promptly reports all hazardous conditions and equipment to the Housekeeping Team Leader or the Executive Director.
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The Duties and Responsibilities outlined above are representative, but not all-inclusive to the scope of this position.

QUALIFICATIONS AND EDUCATION:

- Completion of Grade 10 is required
- Ability to read, write, and follow oral and written directions is required
- Must pass the English language competency exam (Minimum 75%) is required
- Must speak and understand English is required
- Self motivated, able to work with minimal supervision is required
- Experience in institutional cleaning, including use of commercial cleaning equipment is preferred
- Building Services Worker diploma/certificate is preferred
- Must have positive and professional attitude toward the residents and staff
- Able to work well and get along with co-workers, promoting teamwork, tolerance and diversity
- Experience in a commercial laundry or dry-cleaning operation
- At least one year of prior experience in a long term care centre or acute hospital laundry setting is preferred
- Understanding of Best Practices with laundry including infection control protocols is preferred
- Work or volunteer experience with Seniors in a Long Term Care or Retirement Community Setting is preferred

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

PHYSICAL DEMANDS:

The Housekeeping Aide (HKA) position requires walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells and temperatures. In an average day, the employee spends 2 to 6 hours standing and walking, lifts a maximum of 30 lbs to waist level and 5 lbs to shoulder level.

The Laundry Services Attendant (LSA) position requires walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells and temperatures. In an average day, the employee spends 2 to 3 hours walking, no stairs. In an average day, the employee stands for lengths of time of 2 to 3 hours. Lifts a maximum of 25 lbs to waist level. Using wheeled equipment such as carts and trolleys to transport soiled and clean linen supplies, to a maximum of 75 lbs. and 5 lbs to shoulder level. Stretching/reaching on a regular frequency throughout the shift.

PSYCHOLOGICAL DEMANDS:

The Housekeeping Aide (HKA) position requires average problem solving, flexibility in dealing with residents, co-workers and families. Must be able to carry out detailed instructions and procedures regarding work routines. Must be able to meet deadlines and other non planned workplace demands. e.g.: discharges, spill cleanup.

The Laundry Services Attendant (LSA) position requires average problem solving, flexibility in dealing with residents, co-workers and families. Must be able to carry out detailed instructions and procedures regarding work routines. Must be able to meet deadlines and other non planned workplace demands. e.g.: laundry labelling, isolation/outbreak protocols.



WORKING CONDITIONS AND PHYSICAL ENVIRONMENT CONTINUED:

SPECIAL ATTRIBUTES:

The Housekeeping Aide (HKA) position and the Laundry Services Attendant (LSA) position require an individual to:

- Be well groomed, adhere to the care centre's dress code policy
- Be a team player and work in a constructive manner with co-workers and other departments
- Must be in good health and free from communicable diseases, physically able to perform repetitive tasks, lift, squat, bend, stand and walking as required to perform the duties of the position.
- Promotes, encourages and demonstrates excellent customer relations and consistently shows courtesy, caring, understanding, compassion and respect for residents, families, visitors, co-workers and volunteers.
- Ability to demonstrate tact, diplomacy, empathy, patience and concern in providing quality services to residents.

OTHER:

- A current and satisfactory Criminal Records Check is required for all new employees
- Demonstrates an awareness of accident and injury prevention
- Adheres to safe work practices and procedures;
- Promotes and fosters our workplace Health and Safety Program a safe environment for co-workers, residents, families, visitors and volunteers
- Responsible for maintaining self-wellness and reduced absenteeism

APPLY TO

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