



POSITION DESCRIPTION

Position Title: Housekeeping Aide
Department: Environmental Services
Classification: Housekeeping Aide
Union: CUPE
Approved by: ED/VP Team
Date approved: 2018/Nov/28

REPORTING RELATIONSHIPS

Position reports to: Manager – Environmental Services

Positions supervised: None

POSITION PURPOSE

Under the direction of the Manager - Environmental Services, the Housekeeping Aide maintains assigned areas in a clean, sanitary, safe and orderly manner to ensure that the highest degree of cleanliness. The incumbent also performs routine housekeeping tasks in all areas of the facility with the primary duties being general cleaning.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Follows a regular scheduled cleaning program incorporating infection control techniques and appropriate equipment and products.
- Prioritizes and completes extra cleaning duties within established timeframes.
- Dry and wet mops floors, damp dusts client equipment, washroom and furniture and vacuums carpets.
- Operates environmental cleaning equipment such as a floor washer, floor burnisher, and carpet extractors according to cleaning schedules.

- Collects garbage and washes garbage receptacles.
 - Replenishes supplies as necessary. I.e., paper towel, toilet paper, soap.
 - Assists with inventory procedures.
 - Assists/participates in department quality control audits and procedures.
 - Complies with Safe Work Procedures and WHMIS.
 - Carbolizes beds as scheduled.
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- Completes scheduled project cleaning as directed. (i.e. wash walls, ceilings, lights, refurbishing the floors)
 - Removes soiled privacy/shower curtains and window drapes, re-hangs clean drapes and curtains.
 - Applies safe use of ladder in situations where a ladder is needed.
 - Cleans interior and exterior of windows.
 - Records completed tasks.
 - Reports any unsafe condition to the supervisor or manager.
 - Maintains storage areas in a neat and tidy manner.
 - Uses “Wet Floor” signage while cleaning floors.
 - Uses Personal Protective Equipment when required.
 - Maintains confidentiality of clients as per PHIA & FIPPA.
 - Attends and contributes to staff meetings.
 - Cleans and inspects all housekeeping equipment for damage at the end of shift.
 - Reports damaged equipment as per facility process.
 - Refers client requests and any client observations to nursing personnel. I.e. patient falls, request to use the washroom.
 - Responds to requests from nursing staff for urgent cleaning needs or observance of special precautions or instructions. I.e. spill cleanup, emergency discharge units, avoiding entrance to designated room.
 - Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
 - Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
 - Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Performance appraisal is completed as per the probationary period in the Collective Agreement and Southern Health-Santé Sud’s policy. If part-time, then completed bi-annually.
2. Audits: #1 Cleaning of an Occupied Client/Resident Room
#2 Cleaning of a Discharged Client/Resident Room

#3 Cleaning of an Occupied Precaution Room
#4 Cleaning of a Discharged Precaution Room

QUALIFICATIONS

Education/Certification:

- Completed Grade 10 Education (Manitoba Standard)
- Other combination of education and experience may be considered

Knowledge required:

- N/A

Experience required:

- Previous experience in industrial and/or commercial Housekeeping

Skills/Competencies/Conditions of employment:

- Demonstrated verbal comprehension and written command of the English language
- Demonstrated ability to handle chemicals and cleaning supplies as per Manufacturer's directions and facility procedures
- Demonstrated basic computer skills
- Demonstrated ability to work independently as well as with others
- Demonstrated ability to establish and maintain positive working relationships
- Demonstrated ability to problem solve within the responsibilities of the position
- Demonstrated flexibility in adjusting to a changing environment
- Demonstrated flexibility to facilitate changes in techniques and procedures
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary

- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per CUPE Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.