



POSITION DESCRIPTION

POSITION TITLE:	HOUSEKEEPING AIDE
DEPARTMENT:	SUPPORT SERVICES
CLASSIFICATION:	HOUSEKEEPING AIDE
UNION:	MGEU - FACILITY SUPPORT
STANDARD GROUP #:	28

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, SUPPORT SERVICES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Manager, Support Services and/or Lead Hand the Housekeeping Aide performs the assigned duties in accordance with established work schedules, policies and procedures and safe work procedures. The Housekeeping Aide is responsible for maintaining a safe, clean and aesthetically pleasing environment for patients/residents, families, visitors and staff. Courteous service is a critical component to this position. The position of Housekeeping Aide functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Completes cleaning duties including sweeping, wet mopping, vacuuming and disinfecting and other tasks as defined by work routines.
- Utilizes procedures in compliance with Universal Precautions, Infection Control Guidelines, Workplace Health & Safety and Workplace Hazardous Materials Information Systems.

- Maintains equipment by following proper operation instructions, appropriate cleaning and completing Work Orders for maintenance work.
- Duties/responsibilities may also include keeping entrances free of litter, assisting with flood cleanup and post construction cleanup.
- Ability to accept changes in routine/work assignments and maintain work flow.
- Reports concerns to the Manager, Support Services and/or Lead Hand.
- Performs and carries out departmental month end duties for submission to the position designated at the site.
- Communicates equipment and supply needs and reports safety hazards.
- Replenishes supplies as required.
- As a team member, takes an active role in the harmonious functioning of the department and the facility.
- Maintains records as established.
- Participates in the Quality Improvement program.
- Maintain housekeeping storage areas in good order.
- Safety and sanitation rules/regulations are adhered to in all aspects of the Housekeeping operation including Infectious Control components. Awareness and practice of personal hygiene is mandatory (e.g. frequent hand hygiene).
- Establishes and maintains positive relationships with co-workers, volunteers, patients/residents and their families and all Interlake-Eastern RHA staff by displaying courtesy and tactfulness at all times.
- Demonstrates a positive and flexible attitude.
- Performs laundry duties as required.
- Compliance with PHIA and FIPPA legislation to ensure confidentiality is maintained in all matters pertaining to the Interlake-Eastern RHA, Clients, Family Members and staff.
- Adherence to departmental and Interlake-Eastern RHA specific standards, policies and procedures.
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines.
- Attends pertinent meetings/in-services.

OTHER

- Performs other duties as assigned.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Minimum Grade 10 education required.

REQUIRED KNOWLEDGE:

- Ability to communicate effectively in oral and written English.

EXPERIENCE REQUIRED:

- Experience in health care or institutional cleaning.

SKILLS/COMPETENCIES:

- Must demonstrate good interpersonal and communication skills.

- Ability to perform mental and physical aspects of the position.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
-

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - May be required to travel throughout the region as duties may require.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - No hazardous or significantly unpleasant conditions.
-
- Ability to perform mental and physical aspects of the job. Stands, walks and climbs. Must be capable of using a stepladder.
 - Transports equipment as necessary.
 - Ability to adapt to last minute changes.
-

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
-

Created: _____
Date

Revised: _____ July 2015 _____
Date

Approved by: _____
Regional Manager/ Supervisor _____ Date

Approved by: _____
Vice President/ CEO _____ Date

Reviewed by: _____
Vice President, Human Resources _____ Date

Position 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.