



Mount St. Mary Hospital Position Description

POSITION TITLE:	Housekeeping Aide	BARGAINING UNIT:	HEU
DEPARTMENT:	Support Services	CLASSIFICATION TITLE(S) MATCHED TO:	Cleaner/Laundry Worker I (11002/12001)
REPORTS TO:	Director Support Services	GRID LEVEL:	10 (Integrated)
EFFECTIVE DATE:	February 2018		

JOB SUMMARY

The Housekeeping Aide adds to the quality of life of people who live at Mount St. Mary Hospital by tending to their home environment needs. As a member of the House Team, the Housekeeping Aide performs a variety of house cleaning duties in an assigned resident house area. .

JOB DUTIES AND RESPONSIBILITIES

1. Supports resident comfort by cleaning resident areas such as floors, stairways, walls, windows, ceilings and walkways by methods such as sweeping, spot washing and damp/wet mopping. Cleans air vents and ducts. Cleans carpets and rugs by methods such as vacuuming, shampooing, brushing and shaking.
2. Cleans items such as furniture, woodwork, ledges, fixtures and blinds by methods such as dusting, polishing and wiping. Cleans and tidies items such as cupboards, reusable items (basins, urinals, denture cups) tables, shelves. Hangs and removes items such as drapes/curtains.
3. Provides thorough cleaning of residents' rooms including disinfecting beds, cleaning bathrooms, dressers, cupboards. Cleans and disinfects washrooms and replenishes items such as soap, towels and linens.
4. Empties and cleans waste containers and removes garbage and recycling from buildings.
5. Maintains related equipment by cleaning, lubricating and replacing items such as filter bags disc polishers and belts. Reports damaged or inoperable fixtures and furniture.
6. Maintains house cleaning supplies and housekeeping cupboard, replenishing supplies from central Stores as required.
7. Cares for plants /flower arrangements in both resident and public areas by watering, and removing spent blooms/leaves.

- 8. Interacts with residents and families during house cleaning service, answering questions, assisting when needed and directing residents and families to the appropriate member of the interdisciplinary team when required.
- 9. Maintains a safe, secure environment for residents and staff by immediately reporting unsafe hazardous conditions and suspected resident abuse. Takes immediate action, as appropriate, to reduce/eliminate recognized safety risks and documents the incident/unusual occurrence following established procedures.
- 10. Performs other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience

Grade 10 or an equivalent combination of education, training and experience.

Skills and Abilities:

Ability to communicate effectively both verbally and in writing.

Ability to deal with others effectively.

Physical ability to carry out the duties of the position.

Ability to organize work.

Ability to operate related equipment.

APPROVED:

Supervisor **Date**

Director, Human Resources **Date**