



Mount St. Mary Hospital Position Description

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| POSITION TITLE: | Housekeeping Aide | BARGAINING UNIT: HEU |
| DEPARTMENT: | Support Services | CLASSIFICATION TITLE(S) MATCHED TO: Cleaner/Laundry Worker I (11002/12001) |
| REPORTS TO: | Housekeeping Supervisor | GRID LEVEL: 10 |
| EFFECTIVE DATE: | February 2018, July 2021, August 2025 | |

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. Includes high dusting of lights and exterior of air vents.
2. Cleans items such as furniture, ledges, fixtures and blinds by methods such as dusting and wiping. Cleans and tidies items such as cupboards, bedside and over bed tables, shelves and dressers. 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, sanitizer and paper products (towels, toilet roll).
4. Undertakes terminal and precaution cleaning when required, as well as additional cleaning per Exposure Control Plan during any outbreak.
5. Empties and cleans waste containers and removes garbage and recycling from building.
6. Undertake cleaning of both Mount St Mary and resident owned wheelchairs on a regular basis.
7. Complete change of basic mattresses when requested.

8. Maintains house cleaning supplies and housekeeping cupboard, replenishing supplies from central Stores as required.
9. 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.
10. 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.
11. 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.