



**North Eastman Health Association Inc.  
Job Description**

**Housekeeping Aide**

**POSITION SUMMARY:**

Under the direction of the Manager/Coordinator of Support Services performs assigned duties related to the cleaning, maintenance and servicing of patient/resident accommodations and other areas which fall under the scope of the North Eastman Health Association Inc.

**REPORTS TO:** Manager/ Coordinator of Support Services

**UNION:** MGEU – Facility Support

**Std Grp.** 28

**QUALIFICATIONS:**

- Ability to follow written and oral instructions.
- Previous related experience preferred.
- Ability to operate required equipment.
- Ability to maintain positive working relationships.
- Ability to meet the physical and mental demands of the job.

**STANDARDS OF PERFORMANCE:**

A demonstrated ability in the following areas:

- Ability to keep resident's/patient's matters strictly confidential and exercise courtesy and cooperation towards residents, patients, families, visitors, coworkers and other staff members.
- Care displayed in completing assignments.
- Ability to satisfactorily maintain a high standard of service and cleanliness.
- Ability to work with a minimum of direct supervision.
- Maintains the standards of the department and upholds and abides by the region's policies and procedures.

**DUTIES & RESPONSIBILITIES:**

- Cleans and services rooms, baths, showers, lavatories, offices, etc. and all other areas as designated.
- Cleans, mops, vacuums, washes, strips, and polishes/burnishes floors; shampoos carpet and fabric chairs.
- Washes, dusts, cleans lights, outside of vents, walls, windows and doors.
- Assists with inventory counts.
- Ability to use and maintain Housekeeping equipment, ensuring safe practice.
- 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.
- Attends pertinent meetings/ in-services.
- Demonstrates a working knowledge of the Workplace Materials Information System (WHMIS).
- Performs laundry duties when required
- Performs any other duties as are necessary and/or assigned.

**SPECIAL DEMANDS:**

- Stands, walks and climbs – must be capable of climbing and using a stepladder as required. Turns, stoops, crouches, reaches and lifts.
- Pushes, pulls carts, buckets, mops, brooms and cleaning equipment.
- Transports equipment when necessary
- Courtesy and tact in dealing with residents/patients/ staff and visitors.
- Ability to adapt to last minute changes.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Director, Human Resources Date

**NOTE: Original Signed and Dated March 8, 2001**