



**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



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

Laundry Aide

POSITION SUMMARY:

Under the direction of the Manager/Coordinator of Support Services performs assigned duties related to the processing, handling and mending of linen and laundry as required for the North Eastman Health Association Inc. All related duties are performed in accordance with established policies and procedures.

REPORTS TO: Manager/ Coordinator of Support Services

UNION: MGEU – Facility Support

Std Grp. 35

QUALIFICATIONS:

- Ability to follow written and oral instructions.
- Previous related experience preferred.
- Ability to operate required equipment.
- Ability to maintain positive working relationships.
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STANDARDS OF PERFORMANCE:

A demonstrated ability in the following areas:

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- 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:

- Keeps an accurate daily record of weight of all clothing/laundry washed and other records as required.

- Ensures sufficient supplies of clean linens are available in the proper storage areas.
- Transports soiled linen/ laundry from various areas to the main soiled laundry holding area or laundry room.
- Washes, dries, folds and transports linen/ clothing according to procedures.
- Selects damaged clothing/ linen to repair and completes required mending.
- Sorts, removes and records damaged linen from service.
- Labels linen/ clothing as required.
- Maintains an adequate supply of washing chemicals and other related supplies as required.
- Receives and records all new linen as required.
- Ability to use and maintain Laundry equipment, ensuring safe practice.
- Communicates equipment and supply needs and reports safety hazards.
- Cleans and maintains laundry area and laundry equipment.
- As a Team Member, takes an active role in the harmonious functioning of the department and the facility.
- Participates in the Quality Improvement program.
- Attends pertinent meetings/ in-services.
- Demonstrates a working knowledge of the Workplace Materials Information System (WHMIS).
- Performs housekeeping 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 linen carts.
- Ironing and sewing as required.
- Must be able to tolerate heat.
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Std Grp. 28

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- Washes, dusts, cleans lights, outside of vents, walls, windows and doors.
- Assists with inventory counts.
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UNION: MGEU – Facility Support

Std Grp. 35

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- Ability to follow written and oral instructions.
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DUTIES & RESPONSIBILITIES:

- Keeps an accurate daily record of weight of all clothing/laundry washed and other records as required.

- Ensures sufficient supplies of clean linens are available in the proper storage areas.
- Transports soiled linen/ laundry from various areas to the main soiled laundry holding area or laundry room.
- Washes, dries, folds and transports linen/ clothing according to procedures.
- Selects damaged clothing/ linen to repair and completes required mending.
- Sorts, removes and records damaged linen from service.
- Labels linen/ clothing as required.
- Maintains an adequate supply of washing chemicals and other related supplies as required.
- Receives and records all new linen as required.
- Ability to use and maintain Laundry equipment, ensuring safe practice.
- Communicates equipment and supply needs and reports safety hazards.
- Cleans and maintains laundry area and laundry equipment.
- As a Team Member, takes an active role in the harmonious functioning of the department and the facility.
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