

Disclaimer: Any PRINTED version of this document is only accurate up to the date of printing. Always refer to the electronic version of the Policies, Procedures and Processes for the most current versions of the documents in effect.

**Subject: Job Description – Housekeeping Aide****Position Summary**

The Housekeeping Aide is responsible for providing a clean environment for our Residents, in their rooms and the common areas of the home while following established policies, procedures and standards.

**Major Duties and Responsibilities:**

- To clean and sanitize Resident areas and common areas following established policies and procedures
- To clean Resident's units and washrooms, including furniture, washroom fixtures, walls, ceilings, lights, vents and windows
- To operate floor care machines and steam cleaning equipment
- To pick up garbage and transport to designated areas
- To adhere to established policies and procedures, including safety rules and safe working practices
- To attend in-service training as required in order to better serve the needs of the Residents
- To replenish supplies and keep storage areas in safe and neat and clean condition. To ensure that all doors to these areas are kept locked when not attended.
- To ensure cleaning supplies are safely handled and labeled in accordance with regulations
- To work co-operatively with other departments.
- To report any unsafe, unsanitary or irregular situation which may arise in the Home on a daily basis. This report can be to the Administrator, Director of Care or Charge Nurse.
- To complete other tasks as assigned

**Working Conditions:**

- Extensive standing and walking.
- Considerable lifting, reaching, squatting, kneeling, crouching, moving equipment and furniture and climbing ladders.
- Exposure to hazards from the use of power equipment.
- Exposure to bio-chemical agents and wet floors.
- Able to work irregular hours, days and evenings and weekends
- Able to work independently with minimal supervision.

**Resident Health and Safety**

Adhere to Pinecrest Nursing Home Resident safety procedures including verification and checking procedures as well as infection control and prevention procedures. Maintain open lines of communication with Residents, family members, supervisor and fellow staff to maintain highest quality level for resident safety. Report Resident safety incidents and suggest improvements to supervisor.

**Staff Health and Safety**

Adhere to Occupational Health and Safety Act and Pinecrest policies and procedures including wearing of the required personal protective equipment. Report all hazards, incidents or hazardous conditions to immediate supervisor. Attend and participate in required health and safety training.

## **Attendance Statement**

Regular and reliable attendance is required of every employee of Pinecrest Nursing Home. Each staff is responsible for maintaining a safe and healthy lifestyle to support the highest level of attendance at work. Any absence from work will be reported at the soonest opportunity.

## **Knowledge, Skills, Experience Required:**

- Some knowledge of chemicals and equipment used in cleaning.
- Ability to follow written and oral instructions.
- Comfortable working with seniors and individuals with multiple physical and cognitive issues.
- Able to work independently with a minimum of supervision

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position

## **Apply to Jenelle Whalen, Administrator**

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