

**COUNTY OF RENFREW**

**PERFORMANCE MANAGEMENT**

<b>COUNTY OF RENFREW Job Description</b>	<i>Job Title:</i> <u>Housekeeping Aide</u>	<i>Page #</i> <u>1 of 3</u>																		
<i>Location:</i> <u>Bonnechere Manor</u>	<i>Reports To:</i> <u>Environmental Services Supervisor</u>	<i>Original date:</i>																		
<i>Department:</i> <u>Environmental Services</u>		<i>Revision date:</i> <u>March 2000</u>																		
<i>Approval:</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 45%;">Administrator</td> <td style="width: 40%;"><hr/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Supervisor</td> <td><hr/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Employee{s}</td> <td><hr/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Staff Administration Committee</td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td><hr/></td> </tr> </table>			<input checked="" type="checkbox"/>	Administrator	<hr/>	<input checked="" type="checkbox"/>	Supervisor	<hr/>	<input type="checkbox"/>	Employee{s}	<hr/>	<input checked="" type="checkbox"/>	Staff Administration Committee	<hr/>			<hr/>			<hr/>
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**Position Summary:**

Under the direction and supervision of the Environmental Services Supervisor, contributes to the efficient operation of the assigned department(s) by ensuring a clean, sanitary and safe home-like environment, within an interdisciplinary, resident-focused team; consistent with the Mission and Philosophy of Bonnechere Manor.

**Qualifications:**

- High school graduate or equivalent combination of education and experience
- Knowledge and experience of housekeeping operations, an asset,
- Current WHMIS certificate, an asset,
- Experience in a Long Term Care setting, an asset,
- Good verbal and written communication skills in English with an ability to work well with others in an interdisciplinary team environment,
- Able to perform assigned duties within a flexible work schedule inside a 24 hour a day, 7 day a week operation,
- Demonstrate regular attendance in keeping with the County Attendance Management Standards,
- Ability to meet and maintain health requirement standards as per the Long Term Care Legislation.

**Position responsibilities:**

Participates in the provision of resident focused care in a home-like environment, respecting the individuality and dignity of each resident /family and co-worker by supporting on-going operations of housekeeping services through completion of the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.

2. Perform housekeeping duties, preventive cleaning tasks and assigned custodial duties in all areas of facility thus ensuring the facility environment meets the physical, psychological, social and spiritual needs of each resident/family.
3. Perform duties related to hard floor maintenance program, deep cleaning program, carpet care program, garbage pick up, recycling and carpet vacuuming program.
4. Adhere to daily, weekly and monthly cleaning check off lists, workplace policies and routines; including but not limited to: refinishing of wall surfaces as assigned, hanging drapes and curtains, carbolizing and making beds and transporting of clean and soiled linens.
5. Supporting the continuous quality improvement of the department by providing constructive ideas and solutions to problems and challenges involving;
  - prudent use of resources
  - waste control
  - reporting to supervisor abnormal use of supplies
6. Utilizes professional communication to establishing a working relationship with resident/ families and co-workers for the purpose of meeting the resident needs; ensuring respect, dignity, individuality of each resident and staff member.
7. Participating with multidisciplinary team in formulating, delivering and reporting the resident's daily personal care needs and individual preferences.
8. Delivers effective and efficient services under the direction of supervisor that promotes resident/family choice and acknowledges the resident strengths, limitations as well as their need for safety and the safety of other residents/family and staff.
9. Ensures daily, the neatness and cleanliness of resident's living rooms and common areas including but not limited to rooms and equipment including; furniture, clothes closets, mobility devices, tub/ bathrooms, utility rooms and kitchens/ serveries.
10. Participates in continuing education, relevant to LTC, to ensure skills and abilities are maintained and enhanced.
11. Support the continuous quality improvement of the department by providing constructive ideas and solutions to identified problems and challenges involving:
  - The use of supplies in a cost efficient manner as per product guidelines
  - Waste control
  - Offering suggestions to supervisor or program managers regarding resource allocation
  - Reporting to supervisor abnormal use of supplies
12. Demonstrates initiative to meet resident needs consistent with resident-focused care approach by;
  - Participate in establishing and maintaining a home-like environment including the dining experience through evaluating on an on-going basis the overall acceptance of meal service including portions, palpability and waste and communicate results to cook.
  - Promotion of a clean, sanitary living/ working environment,
  - Participates in multidisciplinary committee work, as required
  - Participates in care conferences and staff meetings, as directed

13. Establishing and maintaining good team relationships, as well as interdepartmental relationships: assists members of the interdisciplinary team to ensure the needs of our residents are met.
14. Create a facility environment that protects confidentiality of residents, staff and activities of Bonnechere Manor.
15. Performs other related duties as required.
16. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

**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 classification.**