



## JOB DESCRIPTION

<b>Job Title:</b> Housekeeping Aide	<b>Department:</b> Environmental Services	<b>Division:</b> Miramichi Lodge	<b>Reports to:</b> Environmental Services Supervisor
<b>Revision Date:</b> October, 2004	<b>Salary Grid:</b>		

<b>Approval:</b>	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____
		_____
		_____

### Position Summary:

Under the direction of the Environmental Services Supervisor, ensures a clean, sanitary and safe home-like environment, within an interdisciplinary, resident-focused team, consistent with the Mission and Philosophy of Miramichi Lodge.

### Qualifications:

- Grade 12 graduate or equivalent combination of education and experience
- Knowledge and experience of housekeeping operations and equipment, an asset.
- Experience in a Long Term Care setting, an asset
- Current WHMIS certification an asset.
- Good verbal and written communication skills and personal initiative.
- Physically capable of performing all assigned duties within a flexible work schedule required for a 24 hour a day, 7 day a week operation.
- Ability to work in multi-disciplinary team environment.
- Demonstrated regular attendance standards in keeping with the County Attendance Management Program.
- Ability to meet and maintain health requirement standards as per Long Term Care Legislation
- Computer literacy an asset

### 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:



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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.
2. Performs housekeeping duties, preventive cleaning tasks and assigned custodial duties in all areas of facility ensuring the facility environment meets the physical, psychological, social and spiritual needs of each resident / family.
3. Utilizes professional communication to establish 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.
4. Adheres to daily, weekly and monthly cleaning check off lists, workplace policies, audit sheets and routines.
5. Performs duties including but not limited to: floor maintenance programs, deep cleaning programs, carbolizing, waste management and transportation of clean and soiled linens.
6. Participates with multidisciplinary team in formulating, delivering and reporting the resident's daily personal care needs and individual preferences.
7. Delivers effective and efficient services that reflects the promotion of 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.
8. 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 serveries.
9. Demonstrates initiative to meet resident needs consistent with the team approach by:
  - Participate in establishing and maintaining a home-like environment including the dining, experience and through the promotion of a clean, sanitary living/working environment.
  - Participates in multidisciplinary committee work, as required.
  - Participates in care conferences and staff meetings, as directed.
10. Participates in continuing education, relevant to Job Description and LTC, to ensure skills and abilities are maintained and enhanced.
11. Supports the continuous quality improvement initiatives of the department by providing constructive ideas and solutions to identified problems and challenges involving:



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- The use of supplies in a cost efficient manner as per product guidelines.
- Waste control.
- Offering suggestions to Program Managers regarding resource allocation.
- Reporting to supervisor abnormal use of supplies.

12. Establishes and maintains good team relationships, as well as interdepartmental relationships by assisting members of the interdisciplinary team to ensure the needs of our residents are met.
13. Creates a facility environment that protects confidentiality of residents, staff and activities of Miramichi Lodge.
14. 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.**