



# Provincial Job Description

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**TITLE:**  
**(27) Head Environmental Services  
Worker**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Coordinates workflow within the Environmental Services Department. Provides a clean, sanitary and safe environment for clients/patients/residents, staff and visitors.**

**QUALIFICATIONS:**

- ◆ **Grade 12**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Basic computer skills, where required by the job**
- ◆ **Organizational and leadership skills**
- ◆ **Communication and interpersonal skills**

**EXPERIENCE:**

- ◆ **Previous: Twelve (12) months previous experience in institutional environmental services to consolidate knowledge and skills.**

## ***KEY ACTIVITIES:***

### **A. Coordination / Administration**

- ◆ **Prioritizes workload, schedules replacement staff.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Provides input into policies and procedures.**
- ◆ **Monitors infection control, isolation techniques and universal precautions.**
- ◆ **Conducts routine inspections and completes applicable reports.**
- ◆ **Attends/organizes department meetings and in-services.**
- ◆ **Provides input into department equipment selection and cleaning products.**
- ◆ **Orders/restocks ward and department supplies.**
- ◆ **Organizes routine/project cleaning.**
- ◆ **Documents daily, weekly, monthly and annual cleaning schedules.**
- ◆ **Reports any unsafe conditions or maintenance concerns.**
- ◆ **May measure, select and order drapes, verticals, curtains and floor mats.**

### **B. Cleaning Duties**

- ◆ **Cleans, sanitizes/disinfects all areas, equipment and floors according to established procedures and standard guidelines as per established work routines.**
- ◆ **Cleans walls, ceilings, fixtures, furniture and equipment.**
- ◆ **Cleans windows (interior and exterior), ledges, sills, curtains, drapes and vertical blinds.**
- ◆ **Cleans, vents, heat registers, light fixtures, fans, air return ducts.**
- ◆ **Cleans sinks, toilets, showers, bathtubs, mirrors, shelves and whirlpool tub.**
- ◆ **Cleans cupboards, doorknobs, handrails, light switches, sprinklers, counters, fridges.**
- ◆ **Cleans specific areas (e.g., operating rooms, labour and delivery, trauma rooms, lab, x-ray, offices, dining rooms, patient/resident rooms and items).**
- ◆ **Discharge cleaning and bed making.**
- ◆ **Maintains floors – dry/wet mop, burnish, vacuum, strip, seal and finish, auto scrub.**
- ◆ **Maintains carpets and mats – vacuum, spot clean and shampoo.**
- ◆ **Ensures mops, cleaning cloths, privacy curtains and drapes are cleaned.**
- ◆ **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).**
- ◆ **Cleans stairwells and elevators.**
- ◆ **Cleans and maintains equipment (e.g., vacuums, burnishers and auto scrubber).**
- ◆ **Collects and disposes of garbage.**

**C. Related Key Work Activities**

- ◆ Prepares cleaning solutions (e.g., dilutes).
- ◆ Collects and porters soiled linen.
- ◆ Orders, receives and distributes clean linen and uniforms.
- ◆ Hangs curtains/drapes.
- ◆ Provides plant care – waters, re-pots; cleans artificial plants.
- ◆ Disposes of sharps, broken glass and biohazardous waste as per departmental procedures and policies.
- ◆ May perform seasonal decorating.
- ◆ Secures areas (locks/unlocks doors).
- ◆ Moves furniture and equipment.
- ◆ Sets up and dismantles meeting rooms (e.g., tables, chairs audiovisual equipment).
- ◆ Checks and re-stocks bathroom supplies (e.g., paper towels, toilet paper, soap).
- ◆ Collects recyclables (e.g., paper and cardboard).
- ◆ Operates garbage compactor, cardboard baler.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: June 26, 2005***

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