



Provincial Job Description

TITLE:
**(249) Head Environmental & Laundry
Services Worker**

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains workflow within the Environmental and Laundry/Linen Departments. Ensures a clean, sanitary and safe environment for clients, staff and visitors. Provides laundry-related services for clients and staff.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Basic sewing skills
- ◆ Organizational and leadership skills
- ◆ Communication and interpersonal skills

EXPERIENCE:

- ◆ Previous: Twelve (12) months previous experience in an institutional environmental and laundry/linen services environment to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ **Coordinates and prioritizes workload, provides guidance and schedules staff.**
- ◆ **Provides input into and ensures compliance with department policies, procedures and work routines.**
- ◆ **Ensures infection control, isolation techniques and universal precautions are followed.**
- ◆ **Provides input into department budget preparation and responsible to stay within budget limits.**
- ◆ **Provides input into department equipment selection and cleaning products.**
- ◆ **Orientates and trains staff.**
- ◆ **Provides input into performance evaluations, performance reviews and staff selection.**
- ◆ **Acts as a liaison with other departments, vendors and suppliers.**
- ◆ **Coordinates Environmental and Laundry Services with other departments.**
- ◆ **Conducts routine inspections to ensure standards of cleaning are being maintained and completes applicable reports.**
- ◆ **Attends or organizes department meetings and in-services.**
- ◆ **Orders/re-stocks ward and department supplies.**
- ◆ **Assigns/oversees routine and 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.**
- ◆ **Performs discharge cleaning and bed-making.**
- ◆ **Cleans and maintains floors, carpets and mats.**
- ◆ **Cleans stairwells and elevators.**
- ◆ **Cleans and maintains equipment (e.g. vacuums, burnishers, auto-scrubber).**
- ◆ **Empties and cleans garbage pails.**
- ◆ **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes, walkers, commodes).**

C. Laundry / Linen Duties

- ◆ **Launders facility linen and patient/resident laundry.**
- ◆ **Gathers and porters soiled linen.**
- ◆ **Porters clean linen to wards, closets and carts.**
- ◆ **Weighs linen, documents and reports.**
- ◆ **Sorts, washes and dries linen/laundry.**
- ◆ **Folds and checks quality of linens for repair or replacement.**
- ◆ **Sorts, mangles, irons, mends/sews.**
- ◆ **Organizes and stocks laundry carts.**
- ◆ **Delivers clean linen to client/patient/resident rooms, puts into drawers, hangs in closets.**
- ◆ **Launders mops, cleaning cloths, privacy curtains and drapes.**
- ◆ **Orders, receives and distributes clean linen and uniforms.**
- ◆ **Stores, records and tracks linen.**
- ◆ **Ensures proper labeling of clothing (e.g., Thermopatch, hand-labeling).**

D. Related Key Work Activities

- ◆ **Maintains inventory, orders chemicals and sewing supplies.**
- ◆ **Cleans work area and equipment (e.g., washer, dryer, carts, mangler).**
- ◆ **Prepares cleaning solutions (e.g., dilute).**
- ◆ **Hangs curtains/drapes.**
- ◆ **Provides plant care (e.g., waters, re-pots, cleans artificial plants).**
- ◆ **Disposes of sharps, broken glass and biohazardous waste, as per departmental procedures and policies.**
- ◆ **Secures areas (locks/unlocks doors).**
- ◆ **Moves furniture and equipment.**
- ◆ **Collects recyclables (e.g., paper, cardboard).**
- ◆ **Operates garbage compactor, cardboard baler.**
- ◆ **Sets up and dismantles meeting rooms (e.g., table, chairs, audiovisual equipment).**
- ◆ **May perform seasonal decorating.**
- ◆ **May transport clean/soiled linen to other sites.**

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:

SGEU:

SAHO:

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