Provincial Job Description

TITLE:
(27) Head Environmental Services Worker

PAY BAND:
11

FOR FACILITY USE:

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**
- **Organizational skills**
- **Leadership skills**
- **Communication skills**
- **Interpersonal skills**
- **Valid driver's license, where required by the job**

EXPERIENCE:

- **<u>Previous:</u> Twelve (12) months previous experience in health care environmental services to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Coordination / Administration

- **Coordinates workflow and revises schedules/routines.**
- **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/audits 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 scrubbers).**
- **Collects and disposes of garbage.**

C. Related Key Work Activities

- **Prepares cleaning solutions (e.g., dilutes, titration checks).**
- **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.**
- **May assist clients/patients/residents with meals.**

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.

Validating Signatures:

CUPE:	***SEIU:***
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SGEU:	***SAHO:***
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Date: November 18, 2026