Provincial Job Description

TITLE:
(092) Environmental Services Worker

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides a clean, sanitary and safe environment for clients/patients/residents, staff and visitors.

QUALIFICATIONS:

- **Grade 10.**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills.**
- **Ability to work independently.**
- **Valid driver's license, where required by the job.**

EXPERIENCE:

- **<u>Previous:</u> No previous experience.**

KEY ACTIVITIES:

A. Cleaning Duties

- **Cleans, sanitizes/disinfects all areas, equipment and floors according to established procedures.**
- **Ensures infection control, isolation techniques and universal precautions are followed.**
- **Performs and documents daily, weekly, monthly and annual cleaning.**
- **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, garbage cans, fridges.**
- **Cleans specific areas (e.g., operating rooms, labour and delivery, trauma rooms, laboratory, 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.**
- **Cleans stairwells and elevators.**
- **Cleans and maintains equipment (e.g., vacuums, burnishers and auto scrubbers).**
- **Collects and disposes of garbage.**
- **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).**

B. Related Key Work Activities

- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- **Prepares cleaning solutions (e.g., dilutes, titration checks).**
- **Collects and porters soiled linen and garbage.**
- **Delivers and porters supplies and stock.**
- **Orders, receives and distributes clean linen.**
- **Launders/hangs curtains/drapes.**
- **Provides plant care – water, re-pot, clean artificial plants.**
- **Disposes of sharps, broken glass and biohazardous waste, as per department procedures and policies.**
- **May perform seasonal decorating.**
- **Secures areas (unlocks/locks doors).**
- **Moves furniture and equipment.**
- **Sets up and dismantles meeting rooms (e.g., tables, chairs audiovisual equipment).**

B. <u>Related Key Work Activities (cont'd)</u>

- **Orders, receives and distributes paper, cleaning supplies and 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.**
- **Reports any unsafe conditions or maintenance concerns.**
- **Provides input into policies and procedures.**
- **Ensures maintenance requisitions are completed.**
- **May measure, select and order drapes, verticals, curtains and floor mats.**
- **May represent department/facility at meetings.**
- **May do replacement scheduling according to a predetermined call-in list.**
- **May assist client/patients/residents with meals (e.g., opens and unwraps containers, toast, cuts meat)**
- **Participates in a variety of audits and surveys.**

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