Provincial Job Description

TITLE:
(242) Waste & Laundry Porter

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Removes soiled linen, garbage and other waste materials and disposes into proper containers. Picks up and delivers equipment.

QUALIFICATIONS:

- **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

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

KEY ACTIVITIES:

A. Garbage Pick-up / Recycling

- **Picks up garbage, equipment and furniture.**
- **Separates and sorts garbage (e.g., compactor, cardboard baler, biohazardous cooler).**
- **Picks up and discards sharps, glass.**
- **Disassembles cardboard boxes, compacts and bales.**
- **Contacts contractor regarding pick up (e.g., cardboard bales, biohazardous waste).**

B. Laundry Pick-up

- **Picks up laundry, unloads in common area and loads into carts for pick-up.**

C. Related Key Work Activities

- **Picks up medical equipment, beds, chairs and electrical equipment for repairs and returns same after repair.**
- **Moves equipment and furniture.**
- **Sets up time, gathers equipment needed to do moves, and organizes staff for move.**
- **Places furniture/equipment in storage.**
- **Delivers x-ray envelopes and admitting papers from storage to departments.**
- **Picks up x-rays and takes to storage.**
- **Delivers Christmas trees and decorations to departments and returns to storage.**
- **Sets up tables and chairs for various functions.**
- **Exchanges and washes garbage cans.**
- **Washes and disinfects laundry and sharps areas.**
- **Washes and disinfects compactor area.**
- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

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