Provincial Job Description

TITLE:
(243) Environmental & Laundry Services Worker

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides a clean, sanitary, safe environment for clients/patients/residents, staff and visitors. Provides laundry/linen-related services for clients/patients/residents and staff.

QUALIFICATIONS:

- **Grade 10.**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills**
- **Ability to work independently**
- **Valid drivers 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.**
- **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).**
- **Collects and disposes of garbage.**

B. Laundry Duties

- **Launders facility linen and patient/resident laundry.**
- **Gathers and porters soiled linen to laundry department (e.g., using carts and slings/mono-rails).**
- **Weighs linen, documents and reports weights.**
- **Sorts soiled laundry and pre-treats stains.**
- **Loads and unloads washers, extractors and dryers.**
- **Selects/programs appropriate washer/dryer cycle and detergents/chemicals.**
- **Sorts, irons, mends, sews.**
- **Folds, checks quality of linens for repair or replacement.**
- **Sorts, cleans, stocks carts.**
- **Organizes and stocks laundry carts.**
- **Porters clean linen to wards, closets and carts.**
- **Transports/porters clean laundry/linen to facilities, wards, closets and carts.**
- **Delivers and puts away clean laundry/linen in client/patient/resident rooms.**

C. Related Key Work Activities

- **Stores, records and tracks linen.**
- **Maintains inventory, orders chemicals and sewing supplies.**
- **Cleans work area and equipment (e.g., washers, dryers, carts).**
- **Launders mops, cleaning cloths, privacy curtains and drapes.**
- **Prepares cleaning solutions (e.g., dilute, titration checks).**
- **Orders, receives and distributes clean linen and uniforms.**
- **Hangs curtains/drapes.**
- **Disposes of sharps, broken glass and biohazardous waste.**
- **Secures areas (unlock/locks doors).**
- **Moves furniture and equipment.**
- **Ensures proper labeling of clothing (e.g., thermopatch or hand labeling).**
- **Collects recyclables (e.g., paper and cardboard).**
- **Operates garbage compactor, cardboard baler.**
- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- **Reports any unsafe conditions or maintenance concerns.**
- **Ensures maintenance requisitions are completed.**
- **Sets up and dismantles meeting rooms (e.g., table, chairs, audiovisual equipment).**
- **May assist client/patients/residents with meals.**
- **May do replacement scheduling according to a predetermined call in list.**
- **Provides input into policies and procedures.**
- **May perform seasonal decorating.**
- **Provides plant care.**

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:***
SGEU:	***SAHO:***

Date: November 18, 2026