Provincial Job Description

TITLE:
(245) Environmental & Laundry & Food 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. Provides laundry related services and assists with the non-cooking preparation and distribution of food and beverages.

QUALIFICATIONS:

- **Grade 10. Food safe certificate.**

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 and 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.**

B. Laundry Duties

- **Sorts soiled laundry/linen and pre-treats stains.**
- **Loads and unloads washers and dryers.**
- **Selects/programs appropriate wash/dryer cycle and detergents/chemicals.**
- **Sorts, irons.**
- **Folds, checks quality of linens for repair or replacement.**
- **Sorts, cleans, stocks carts.**
- **Weighs linen, documents and reports weights.**
- **Transports/ porters clean laundry/linen to facilities, wards, closets and carts.**
- **Delivers and puts away clean laundry/linen to clients/patients/residents rooms.**
- **Ensures proper labeling of clothes.**

C. Nutrition/Food Services Duties

- **Assembles meals including breakfast, dinner, supper and nourishments.**
- **Cleans and pre-preps menu items (e.g., trim meat, slice vegetables and fruit).**
- **Slices, grinds, purees and shreds food (e.g., meat, cheese).**
- **Measures ingredients.**
- **Prepares sandwiches, salads, toast and desserts.**
- **Assists preparation of meals and nourishments.**

C. Nutrition/Food Services Duties (cont'd)

- **Assists preparation of special lunches and nourishments (e.g., diabetic, low calorie, gluten free, allergy free, baby formulas, thicken fluids, low fat).**
- **Re-package food supplies for delivery to other sites.**
- **Assists clients/patients/residents with meals (e.g., condiments, cut meat) and provides dining assistance.**
- **Assists with catering services.**
- **Pre-cleans/washes dishes, pots and pans.**
- **Cleans and sanitizes work areas/surfaces, equipment and floors.**
- **Clears and sanitizes tables.**

D. Related Key Work Activities

- **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- **Maintains inventory; orders chemicals, sewing supplies and groceries.**
- **Prepares cleaning solutions (e.g., dilutes, titration checks).**
- **Disposes of glass, garbage, recycling, sharps and biohazardous waste, as per departmental procedures and policies.**
- **Performs quality control/temperature checks/rotation of stock.**
- **Receives requests, communicates diet changes and updates patient information.**
- **May call-in/replace staff.**

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