# *Provincial Job Description*

***TITLE:***
**(249) Head Environmental & Laundry Services Worker**

***PAY BAND:***
**11**

***FOR FACILITY USE:***

## *SUMMARY OF DUTIES:*

**Coordinates workflow within the Environmental and Laundry/Linen Departments. Ensures a clean, sanitary and safe environment for clients/patients/residents, staff and visitors. Provides laundry/linen-related services for clients/patients/residents and staff.**

## *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 a health care environmental and laundry/linen services environment to consolidate knowledge and skills.**

## *KEY ACTIVITIES:*

### A. Coordination / Administration

- **Coordinates and prioritizes workload, provides guidance and schedules staff.**
- **Provides input into and ensures compliance with department policies, procedures and work routines.**
- **Ensures infection control, isolation techniques and universal precautions are followed.**
- **Provides input into department budget preparation and responsible to stay within budget limits.**
- **Provides input into department equipment selection and cleaning products.**
- **Orientates and trains staff.**
- **Provides input into performance evaluations, performance reviews and staff selection.**
- **Acts as a liaison with other departments, vendors and suppliers.**
- **Coordinates Environmental and Laundry Services with other departments.**
- **Conducts routine inspections to ensure standards of cleaning are being maintained and completes applicable reports.**
- **Attends or organizes department meetings and in-services.**
- **Orders/re-stocks ward and department supplies.**
- **Assigns/oversees routine and 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.**
- **Performs discharge cleaning and bed-making.**
- **Cleans and maintains floors, carpets and mats.**
- **Cleans stairwells and elevators.**
- **Cleans and maintains equipment (e.g. vacuums, burnishers, auto-scrubbers, vents).**
- **Empties and cleans garbage pails.**
- **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes, walkers, commodes).**

## C. Laundry / Linen Duties

- **Launders facility linen and patient/resident laundry.**
- **Gathers and porters soiled linen.**
- **Porters clean linen to wards, closets and carts.**
- **Weighs linen, documents and reports.**
- **Sorts, washes and dries linen/laundry.**
- **Folds and checks quality of linens for repair or replacement.**
- **Sorts, irons, mends/sews.**
- **Organizes and stocks laundry carts.**
- **Delivers and puts away clean linen in client/patient/resident rooms.**
- **Launders mops, cleaning cloths, privacy curtains and drapes.**
- **Orders, receives and distributes clean linen and uniforms.**
- **Stores, records and tracks linen.**
- **Ensures proper labeling of clothing.**

## D. Related Key Work Activities

- **Maintains inventory, orders chemicals and sewing supplies.**
- **Cleans work area and equipment.**
- **Prepares cleaning solutions (e.g., dilute, titration checks).**
- **Hangs curtains/drapes.**
- **Provides plant care.**
- **Disposes of sharps, broken glass and biohazardous waste.**
- **Secures areas (locks/unlocks doors).**
- **Moves furniture and equipment.**
- **Collects recyclables (e.g., paper, cardboard).**
- **Operates garbage compactor, cardboard baler.**
- **Sets up and dismantles meeting rooms (e.g., table, chairs, audiovisual equipment).**
- **May perform seasonal decorating.**
- **May transport clean/soiled linen to other sites.**

***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:***

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|---|---|
| ***CUPE:*** | ***SEIU:*** |
| ***SGEU:*** | ***SAHO:*** |

***Date:*** ***November 18, 2026***