



Provincial Job Description

TITLE:
**(27) Head Environmental Services
Worker**

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates workflow within the Environmental Services Department. Provides a clean, sanitary and safe environment for clients/patients/residents, staff and visitors.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills, where required by the job**
- ◆ **Organizational and leadership skills**
- ◆ **Communication and interpersonal skills**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience in institutional environmental services to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Coordination / Administration

- ◆ **Prioritizes workload, schedules replacement staff.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Provides input into policies and procedures.**
- ◆ **Monitors infection control, isolation techniques and universal precautions.**
- ◆ **Conducts routine inspections and completes applicable reports.**
- ◆ **Attends/organizes department meetings and in-services.**
- ◆ **Provides input into department equipment selection and cleaning products.**
- ◆ **Orders/restocks ward and department supplies.**
- ◆ **Organizes routine/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 according to established procedures and standard guidelines as per established work routines.**
- ◆ **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, fridges.**
- ◆ **Cleans specific areas (e.g., operating rooms, labour and delivery, trauma rooms, lab, 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.**
- ◆ **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).**
- ◆ **Cleans stairwells and elevators.**
- ◆ **Cleans and maintains equipment (e.g., vacuums, burnishers and auto scrubber).**
- ◆ **Collects and disposes of garbage.**

C. Related Key Work Activities

- ◆ Prepares cleaning solutions (e.g., dilutes).
- ◆ Collects and porters soiled linen.
- ◆ Orders, receives and distributes clean linen and uniforms.
- ◆ Hangs curtains/drapes.
- ◆ Provides plant care – waters, re-pots; cleans artificial plants.
- ◆ Disposes of sharps, broken glass and biohazardous waste as per departmental procedures and policies.
- ◆ May perform seasonal decorating.
- ◆ Secures areas (locks/unlocks doors).
- ◆ Moves furniture and equipment.
- ◆ Sets up and dismantles meeting rooms (e.g., tables, chairs audiovisual 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.

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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

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