



Provincial Job Description

TITLE:
(092) Environmental 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.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills, where required by the job**
- ◆ **Ability to work independently**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Cleaning Duties

- ◆ Cleans, sanitizes/disinfects all areas, equipment and floors according to established procedures and standard guidelines as per established work routines.
- ◆ 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.
- ◆ Ensures mops, cleaning cloths, privacy curtains and drapes are cleaned.
- ◆ Cleans stairwells and elevators.
- ◆ Cleans and maintains equipment (e.g., vacuums, burnishers and auto scrubber).
- ◆ Collects and disposes of garbage.
- ◆ May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).

B. Related Key Work Activities

- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Prepares cleaning solutions (e.g., dilutes).
- ◆ Collects and porters soiled linen and garbage.
- ◆ Delivers and porters supplies and stock.
- ◆ Orders, receives and distributes clean linen.
- ◆ Hangs curtains/drapes.
- ◆ Provides plant care – water, re-pot, clean artificial plants.
- ◆ Disposes of sharps, broken glass and biohazardous waste, as per department procedures and policies.
- ◆ May perform seasonal decorating.
- ◆ Secures areas (unlocks/locks doors).
- ◆ Moves furniture and equipment.
- ◆ Sets up and dismantles meeting rooms (e.g., tables, chairs audiovisual equipment).

Related Key Work Activities (cont'd)

- ◆ **Orders, receives and distributes paper, cleaning supplies and 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.**
- ◆ **Reports any unsafe conditions or maintenance concerns.**
- ◆ **Provides input into policies and procedures.**
- ◆ **Ensures maintenance requisitions are completed.**
- ◆ **May measure, select and order drapes, verticals, curtains and floor mats.**
- ◆ **May represent department/facility at meetings.**
- ◆ **May do replacement scheduling according to a predetermined call-in list.**
- ◆ **May assist client/patients/residents with meals (e.g., opens and unwraps containers, toast, cuts meat)**

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:

Date: 2005

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