



Provincial Job Description

TITLE:
(241) Waste Porter

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Removes garbage and other waste material from all areas of the facility.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Ability to work independently**
- ◆ **Basic computer skills**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

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

KEY ACTIVITIES:

A. Garbage Pick-Up

- ◆ **Picks up garbage from all areas of the facility.**
- ◆ **Separates and sorts garbage (e.g., compactor, cardboard baler, biohazardous cooler).**
- ◆ **Recycles all paper products.**

B. Biohazardous Waste

- ◆ Collects biohazardous waste.
- ◆ Ensures proper labelling of all waste.
- ◆ Stores biohazardous waste in appropriate area or cold storage.
- ◆ Collects sharps containers from designated areas and places in biohazardous waste storage, as per departmental procedures and policies.
- ◆ Removes pails of laboratory waste.
- ◆ Maintains biohazardous fridge temperature.
- ◆ Loads biohazardous waste boxes into shipping truck.

C. Related Key Work Activities

- ◆ Cleans biomedical waste fridge.
- ◆ Washes garbage cans.
- ◆ Cleans stairwells.
- ◆ Shovels snow.
- ◆ Moves furniture and items in storage.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

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: October 17, 2019