



Provincial Job Description

TITLE:
(242) Waste & Laundry Porter

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Removes soiled linen, garbage and other waste materials and disposes into proper containers. Picks up and delivers equipment.

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 / Recycling

- ◆ Picks up garbage, equipment and furniture.
- ◆ Separates and sorts garbage (e.g., compactor, cardboard baler, biohazardous cooler).
- ◆ Picks up and discards sharps, glass.

- ◆ Disassembles cardboard boxes, compacts and bales.
- ◆ Contacts contractor regarding pick up (e.g., cardboard bales, biohazardous waste).

B. Laundry Pick-up

- ◆ Picks up laundry, unloads in common area and loads into carts for pick-up.

C. Related Key Work Activities

- ◆ Picks up medical equipment, beds, chairs and electrical equipment for repairs and returns same after repair.
- ◆ Moves equipment and furniture.
- ◆ Sets up time, gathers equipment needed to do moves, and organizes staff for move.
- ◆ Places furniture/equipment in storage.
- ◆ Delivers x-ray envelopes and admitting papers from storage to departments.
- ◆ Picks up x-rays and takes to storage.
- ◆ Delivers Christmas trees and decorations to departments and returns to storage.
- ◆ Sets up tables and chairs for various functions.
- ◆ Exchanges and washes garbage cans.
- ◆ Washes and disinfects laundry and sharps areas.
- ◆ Washes and disinfects compactor area.
- ◆ 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