



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**

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.

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

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.