



Provincial Job Description

TITLE:
**(243) Environmental & Laundry
Services Worker**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides a clean, sanitary, safe environment for clients/patients/residents, staff and visitors.
Provides laundry-related services for clients/patients/residents and staff.

QUALIFICATIONS:

- ◆ Grade 10

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Cleaning Duties

- ◆ Cleans, sanitizes/disinfects all areas, equipment and floors.
- ◆ 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 whirl pool tub.
- ◆ Cleans cupboards, door knobs, hand rails, 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).
- ◆ Performs discharge cleaning and bed-making.
- ◆ Maintains floors (e.g., dry/wet mop, burnish, vacuum, strip, seal and finish, auto-scrub).
- ◆ Maintains carpets and mats (e.g., vacuum, spot clean, shampoo).
- ◆ Launders mops, cleaning cloths, privacy curtains and drapes.
- ◆ Cleans stairwells and elevators.
- ◆ Cleans and maintains equipment (e.g., vacuum, burnisher, auto scrubber).
- ◆ Collects and disposes of garbage.
- ◆ May launder personal linen.
- ◆ May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).

B. Laundry Duties

- ◆ Launders facility linen and patient/resident laundry.
- ◆ Gathers and porters soiled linen.
- ◆ Loads carts and porters clean linen to wards, closets and carts.
- ◆ Sorts soiled laundry and pre-treats stains.
- ◆ Loads soiled laundry, selects appropriate wash cycle and detergents/chemicals.
- ◆ Dries laundry (load and unload machines).
- ◆ Folds, checks quality of linens for repair or replacement.
- ◆ Sorts, irons, mends/sews.
- ◆ Delivers clean linen to patient/resident rooms, puts into drawers, hangs in closets.
- ◆ May transport clean/soiled linen to other sites, *where required by the job*.

C. Related Key Work Activities

- ◆ Stores, records and tracks linen.
- ◆ Maintains inventory, orders chemicals and sewing supplies.
- ◆ Cleans work area and equipment (e.g., washers, dryers, carts).
- ◆ Prepares cleaning solutions (e.g., dilute).
- ◆ Orders, receives and distributes clean linen and uniforms.
- ◆ Hangs curtains/drapes.
- ◆ Disposes of sharps, broken glass and biohazardous waste, as per department procedures and policies.
- ◆ Secures areas (unlock/locks doors).
- ◆ Moves furniture and equipment.
- ◆ Ensures proper labelling of clothing (e.g., thermopatch or hand labeling).
- ◆ Collects recyclables (e.g., paper and cardboard).
- ◆ Operates garbage compactor, cardboard baler.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Reports any unsafe conditions or maintenance concerns.
- ◆ Ensures maintenance requisitions are completed.
- ◆ Sets up and dismantles meeting rooms (e.g., table, chairs, audiovisual equipment).

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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