



Provincial Job Description

TITLE:
**(245) Environmental & Laundry &
Food Services Worker**

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides a clean, sanitary and safe environment for residents, staff and visitors. Provides laundry and dietary-related duties.

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, return air ducts.
- ◆ Cleans sinks, toilets, showers, bathtubs, mirrors and shelves.
- ◆ Cleans cupboards, doorknobs, handrails, light switches, sprinklers, counters, garbage cans and fridges.
- ◆ Cleans specific areas (e.g., 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 and maintains equipment (e.g. vacuums, burnishers, auto scrubber).
- ◆ Collects and disposes of garbage.

B. Laundry Duties

- ◆ Launders resident laundry.
- ◆ Porters and puts away clean linen.
- ◆ Sorts soiled laundry and pre-treats stains.
- ◆ Loads soiled laundry; selects appropriate wash cycle and detergents/chemicals.
- ◆ Dries laundry (e.g., load and unload machines).
- ◆ Sorts, irons and mends/sews.
- ◆ Organizes and stocks laundry carts.

C. Dietary Duties

- ◆ Assists kitchen staff.
- ◆ Sets and cleans tables; does dishes.
- ◆ Makes toast and pours fluids.
- ◆ Unpacks stock.

D. Related Key Work Activities

- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**
- ◆ **Maintains inventory; orders chemicals and sewing supplies.**
- ◆ **Prepares cleaning solutions (e.g., dilutes).**
- ◆ **Disposes of glass, sharps and biohazardous waste, as per departmental procedures and policies.**
- ◆ **Ensures proper labeling of clothes.**

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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