



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 clients/patients/residents, staff and visitors. Provides laundry related services and assists with the non-cooking preparation and distribution of food and beverages.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

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

KEY ACTIVITIES:

A. Cleaning Duties

- ◆ Cleans/sanitizes/disinfects all areas, equipment and floors according to established procedures.
- ◆ 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 whirlpool tub.
- ◆ Cleans cupboards, doorknobs, handrails, light switches, sprinklers, counters, garbage cans and fridges.
- ◆ Cleans specific areas (e.g., operating rooms, labour and delivery, trauma rooms, laboratory, x-ray, offices, dining rooms, patient/resident rooms and items).
- ◆ Discharge cleaning and bed-making.
- ◆ Maintains floors - dry/wet mop, burnish, vacuum, strip, seal and finish, auto scrub.
- ◆ Maintains carpets and mats – vacuum, spot clean and shampoo.

B. Laundry Duties

- ◆ Sorts soiled laundry/linen and pre-treats stains.
- ◆ Loads and unloads washers and dryers.
- ◆ Selects/programs appropriate wash/dryer cycle and detergents/chemicals.
- ◆ Sorts, irons.
- ◆ Folds, checks quality of linens for repair or replacement.
- ◆ Sorts, cleans, stocks carts.
- ◆ Weighs linen, documents and reports weights.
- ◆ Transports/ porters clean laundry/linen to facilities, wards, closets and carts.
- ◆ Delivers clean laundry/linen to clients/patients/residents rooms, puts into drawers, hangs in closets.
- ◆ Ensures proper labeling of clothes.

C. Nutrition/Food Services Duties

- ◆ Assembles meals including breakfast, dinner, supper and nourishments.
- ◆ Cleans and pre-preps menu items (e.g., trim meat, slice vegetables and fruit).
- ◆ Slices, grinds, purees and shreds food (e.g., meat, cheese).
- ◆ Measures ingredients.
- ◆ Prepares sandwiches, salads, toast and desserts.
- ◆ Assists preparation of meals and nourishments.

- ◆ Assists preparation of special lunches and nourishments (e.g., diabetic, low calorie, gluten free, allergy free, baby formulas, tube food, thicken fluids, low fat).
- ◆ Re-package food supplies for delivery to other sites.
- ◆ Assists clients/patients/residents with meals (e.g., condiments, cut meat) and provides dining assistance.
- ◆ Assists with catering services.
- ◆ Pre-cleans/washes dishes, pots and pans.
- ◆ Cleans and sanitizes work areas/surfaces, equipment and floors.
- ◆ Clears and sanitizes tables.

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, sewing supplies and groceries.
- ◆ Prepares cleaning solutions (e.g., dilutes, titration checks).
- ◆ Disposes of glass, garbage, recycling, sharps and biohazardous waste, as per departmental procedures and policies.
- ◆ Performs quality control/temperature checks/rotation of stock.
- ◆ Receives requests, communicates diet changes and updates patient information.
- ◆ May call-in/replace staff.

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