



# Provincial Job Description

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**TITLE:**  
**(249) Head Environmental & Laundry  
Services Worker**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Maintains workflow within the Environmental and Laundry/Linen Departments. Ensures a clean, sanitary and safe environment for clients, staff and visitors. Provides laundry-related services for clients and staff.

**QUALIFICATIONS:**

- ◆ Grade 12

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Basic computer skills
- ◆ Basic sewing skills
- ◆ Organizational and leadership skills
- ◆ Communication and interpersonal skills

**EXPERIENCE:**

- ◆ Previous: Twelve (12) months previous experience in an institutional environmental and laundry/linen services environment to consolidate knowledge and skills.

## ***KEY ACTIVITIES:***

### **A. Coordination / Administration**

- ◆ **Coordinates and prioritizes workload, provides guidance and schedules staff.**
- ◆ **Provides input into and ensures compliance with department policies, procedures and work routines.**
- ◆ **Ensures infection control, isolation techniques and universal precautions are followed.**
- ◆ **Provides input into department budget preparation and responsible to stay within budget limits.**
- ◆ **Provides input into department equipment selection and cleaning products.**
- ◆ **Orientates and trains staff.**
- ◆ **Provides input into performance evaluations, performance reviews and staff selection.**
- ◆ **Acts as a liaison with other departments, vendors and suppliers.**
- ◆ **Coordinates Environmental and Laundry Services with other departments.**
- ◆ **Conducts routine inspections to ensure standards of cleaning are being maintained and completes applicable reports.**
- ◆ **Attends or organizes department meetings and in-services.**
- ◆ **Orders/re-stocks ward and department supplies.**
- ◆ **Assigns/oversees routine and project cleaning.**
- ◆ **Documents daily, weekly, monthly and annual cleaning schedules.**
- ◆ **Reports any unsafe conditions or maintenance concerns.**
- ◆ **May measure, select and order drapes, verticals, curtains and floor mats.**

### **B. Cleaning Duties**

- ◆ **Cleans, sanitizes/disinfects all areas, equipment and floors.**
- ◆ **Performs discharge cleaning and bed-making.**
- ◆ **Cleans and maintains floors, carpets and mats.**
- ◆ **Cleans stairwells and elevators.**
- ◆ **Cleans and maintains equipment (e.g. vacuums, burnishers, auto-scrubber).**
- ◆ **Empties and cleans garbage pails.**
- ◆ **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes, walkers, commodes).**

### **C. Laundry / Linen Duties**

- ◆ **Launders facility linen and patient/resident laundry.**
- ◆ **Gathers and porters soiled linen.**
- ◆ **Porters clean linen to wards, closets and carts.**
- ◆ **Weighs linen, documents and reports.**
- ◆ **Sorts, washes and dries linen/laundry.**
- ◆ **Folds and checks quality of linens for repair or replacement.**
- ◆ **Sorts, mangles, irons, mends/sews.**
- ◆ **Organizes and stocks laundry carts.**
- ◆ **Delivers clean linen to client/patient/resident rooms, puts into drawers, hangs in closets.**
- ◆ **Launders mops, cleaning cloths, privacy curtains and drapes.**
- ◆ **Orders, receives and distributes clean linen and uniforms.**
- ◆ **Stores, records and tracks linen.**
- ◆ **Ensures proper labeling of clothing (e.g., Thermopatch, hand-labeling).**

### **D. Related Key Work Activities**

- ◆ **Maintains inventory, orders chemicals and sewing supplies.**
- ◆ **Cleans work area and equipment (e.g., washer, dryer, carts, mangler).**
- ◆ **Prepares cleaning solutions (e.g., dilute).**
- ◆ **Hangs curtains/drapes.**
- ◆ **Provides plant care (e.g., waters, re-pots, cleans artificial plants).**
- ◆ **Disposes of sharps, broken glass and biohazardous waste, as per departmental procedures and policies.**
- ◆ **Secures areas (locks/unlocks doors).**
- ◆ **Moves furniture and equipment.**
- ◆ **Collects recyclables (e.g., paper, cardboard).**
- ◆ **Operates garbage compactor, cardboard baler.**
- ◆ **Sets up and dismantles meeting rooms (e.g., table, chairs, audiovisual equipment).**
- ◆ **May perform seasonal decorating.**
- ◆ **May transport clean/soiled linen to other sites.**

*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:***

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***SGEU:***

***SAHO:***

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***Date: June 26, 2005***

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