



NIAGARA INA GRAFTON GAGE VILLAGE
ENVIRONMENTAL SERVICES MANUAL

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SUBJECT: Position Description – Housekeeper – General	PAGE 1 OF 2
DATE OF ORIGIN: May 2001	REVISED: February 2018

1.0 POSITION TITLE

Housekeeper – General

2.0 RESPONSIBLE TO

Manager, Environmental Services

3.0 POSITION SUMMARY

The Housekeeper is responsible for routine, preventative, and remedial cleaning of designated areas of Niagara Ina Grafton Gage Village, function and room set up and clean up, and central stores related assignments.

4.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

Within accepted practices and policies of the Corporation, the Housekeeper shall:

- .1 perform daily spot cleaning routines including picking up garbage, sanitizing plumbing fixtures, visual spot cleaning, and replenishing of all supplies;
- .2 clean all common areas, elevators, meeting rooms, washrooms, hallways, garbage rooms, auditorium, pool area and pool change rooms, and apartments, based on cleaning schedules and frequencies that shall include floors (mopping or vacuuming), walls, window seals, windows, ceilings, and furnishings;
- .3 carry out seasonal cleaning projects as assigned;
- .4 act promptly to identify and address incidents of offensive odour;
- .5 ensure housekeeping cart is kept neat and tidy;
- .6 disinfect all surfaces that are known to transmit diseases;
- .7 adhere to all policies and procedures pertaining to the operation of the facility in regard to infection control, health and safety, personnel practices, internal and external emergencies, residents' rights, and confidentiality;
- .8 work in a safe manner by promptly reporting accidents/illness, seeking out first aid when appropriate, cooperating in health care treatment, cooperating in all aspects of the facility's modified work program, and reporting all unsafe or unhealthy conditions to the Manager;

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- .9 participate in staff meetings, committees, and in-service education designated by the Manager, Environmental Services;
- .10 interact tactfully and courteously with residents, residents' family, visitors, and fellow staff; and
- .11 perform additional duties, as required.

5.0 ENVIRONMENTAL FACTORS

- .1 Exposure to pets, plants, perfumes, cleaning agents, chemicals, dust, and tobacco smoke.
- .2 Temperature fluctuations within various work areas.
- .3 Unpredictable resident behaviour.
- .4 Emotional impact of dealing with residents with deteriorating health.

6.0 PHYSICAL DEMANDS

- .1 Constant (67-100% of shift): standing; walking; gripping; elbow, shoulder, and wrist motion.
- .2 Frequent (34-66% of shift): lifting; pushing; pulling; neck and back motion; twisting; bending/stooping; reaching forward.
- .3 Occasional (0-33% of shift): carrying; crouching; kneeling; reaching above/below shoulder.
- .4 Some heavy lifting is required.
- .5 Operating large floor and carpet cleaning machines.

7.0 QUALIFICATIONS REQUIRED

- .1 Minimum Grade 12 or equivalent.
- .2 Read, write, and understand to follow and carry out instructions in English independently.
- .3 Be able to physically perform the duties and responsibilities assigned.

8.0 QUALIFICATIONS DESIRED

- .1 Previous experience in working with the elderly.
- .2 Education and experience in housekeeping and custodial practices.