

## UNION JOB DESCRIPTION

**JD1310**

<b>JOB TITLE:</b>	Environmental Services Worker	<b>JOB DESCRIPTION NO.:</b>	40636/F.Cl.11002i.001
<b>CLASSIFICATION:</b>	Housekeeping Aide ; Cleaner	<b>GRID/PAY LEVEL:</b>	F 10
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	11001; 11002
<b>UNION:</b>	BCGEU; HEU	<b>JOB/CLASS CODE:</b>	SI: 40636; CI:11002I
<b>PROGRAM/DEPARTMENT:</b>	General Support Services	<b>BENCHMARKS (If Applicable):</b>	11001; 11002
<b>REPORTING TO:</b>	Manager		
<b>FACILITY/SITE:</b>	HEU: VIHA SI (Gorge Road Hospital, Priory Hospital, Aberdeen Hospital, Glengarry Hospital, Saanich Peninsula Hospital, Queen Alexandra Centre for Children's Health, Royal Jubilee Hospital; Victoria General Hospital); Brentwood House; Sluggett House; VIHA CI (Cowichan District Hospital, Cairnsmore Place, Cowichan Lodge, Chemainus Health Care Centre, Nanaimo Regional General Hospital, Dufferin Place, Eagle Park, Trillium Lodge, Oceanside Health Care Centre, West Coast General Hospital, Westhaven, Tofino General Hospital); VIHA NI (North Island Hospital - Campbell River & District; Comox Valley Campus, Cumberland Health Centre, Yucalta Lodge, Cormorant Island Health Centre; Port McNeill Hospital, Port Hardy Hospital) BCGEU: The Summit at Quadra Village		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Using a variety of specialized equipment, tools and machines, performs light and heavy cleaning duties, such as dusting, vacuuming, shampooing, washing, mopping, stripping, polishing and wiping; makes beds and empties garbage in accordance with established policies and procedures.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Cleans walls, woodwork, shelves, surfaces, windows, stairs, walkways and floors in all areas, by methods such as sweeping, vacuuming, washing, scrubbing, mopping, stripping, sealing, waxing, buffing and polishing.
2. Cleans and disinfects toilets, tubs and showers by methods such as washing, wiping and polishing, and

replenishes supplies such as soap, towels and toilet tissue.

3. Cleans furnishings and fixtures, such as chairs, beds, blinds, cupboards, lockers, by methods such as dusting, polishing, washing and wiping.

4. Cleans equipment, such as stretchers, tables, commodes, trolleys, carts, and wheelchairs, by methods such as washing, wiping, and including steam cleaning as required.

5. Strips and makes beds.

6. Hangs and removes drapes and curtains.

7. Collects and disposes of waste material and cleans receptacles, carts and containers.

8. Performs a variety of routine inspection and maintenance functions on related equipment and machines such as securing load, cleaning, checking, lubricating, topping up fluids, and replacing components such as pads, filters, bags and belts, as required. Maintains documentation, such as a logbook, including recommending repair or replacement as necessary.

9. Locks windows and doors in accordance with security procedures.

10. Uses and handles a variety of cleaning supplies and materials in accordance with Workplace Hazardous Materials Information System (WHMIS) regulations. Maintains stocks of cleaning supplies and materials in accordance with established procedures.

11. Transports and moves heavy furniture and/or equipment manually or by using various aides such as dollies or carts.

12. Ensures a safe and healthy working environment by observing universal (standard) precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.

13. Clears snow from walkways and building entrances as required.

14. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Grade 10 or an equivalent combination of education, training and experience.

### **Skills And Abilities**

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.