



UNION JOB DESCRIPTION

JD1477

JOB TITLE:	Environmental Services Worker	JOB DESCRIPTION NO.:	F.NI.11002i.001
CLASSIFICATION:	Housekeeping Aide ; Cleaner	GRID/PAY LEVEL:	F 10
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	11001; 11002
UNION:	HEU	JOB/CLASS CODE:	11002I
PROGRAM/DEPARTMENT:	General Support Services	BENCHMARKS (If Applicable):	11001; 11002
REPORTING TO:	Supervisor or designate		
FACILITY/SITE:	VIHA NI: Cumberland Health Centre; North Island Hospital (Campbell River & District; Comox Valley Campus)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Island Health (Vancouver Island Health Authority), patient & staff safety is a priority and a responsibility shared by everyone at VIHA; 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 infectioncontrol 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

- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Physically carry out the duties of the position.
- Organize work.
- Operate related equipment.