



UNION JOB DESCRIPTION

JD1478

JOB TITLE:	Housekeeping & Laundry Supervisor	JOB DESCRIPTION NO.:	F.NI.11005.001
CLASSIFICATION:	Housekeeping Supervisor 1 ; Laundry Worker III	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	11005; 12101
UNION:	HEU	JOB/CLASS CODE:	SI: 40689; CNI: 11005
PROGRAM/DEPARTMENT:	General Support Services	BENCHMARKS (If Applicable):	11005; 12101
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA NI: Port Hardy Hospital, Cumberland Health Centre, Yucalta Lodge; VIHA CI: Nanaimo Regional General Hospital, Cowichan District Hospital (Quw'utsun Valley Hospital); Cairnsmore Place; VIHA SI: Priory Hospital, Aberdeen Hospital, Saanich Peninsula Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient 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.

The Housekeeping & Laundry Supervisor performs a variety of supervisory and housekeeping and laundry duties including coordinating and evaluating work assignments; supervision of designated housekeeping and laundry staff; and the day to day administration of housekeeping and laundry services as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises designated staff by performing duties such as scheduling and coordinating work assignments, determining orientation and training needs, preparing performance appraisals for review by the Manager, all in accordance with established policies and procedures.
2. Performs and directs a variety of cyclical and routine housekeeping and cleaning duties, such as washing walls, windows and ceilings, scrubbing, stripping and refinishing floors, cleaning stairwells, vacuuming carpets, discharge cleaning and collection of garbage and recyclable materials, clean and soiled laundry. Maintains related records and reports.
3. Performs and directs a variety of routine laundry duties, such as sorting soiled linen, and loading, unloading and operating machines. Maintains related records and reports. Mends and repairs garments and uniforms, and performs a variety of duties associated with the distribution of laundry and linen supplies.
4. Completes supplies requisitions and makes recommendations for the purchase of equipment in accordance with established procedures.
5. Implements and maintains safe practices and procedures and compliance with Workers' Compensation Board regulations and standards, including maintaining records of current Material Safety Data Sheets and compliance with Workplace Hazardous Material Information System. Communicates and interprets regulations and standards to designated staff.

6. Implements and observes universal precautions and infection control procedures, removes obvious hazards, reports faulty equipment, and adheres to and enforces rules regarding safety. Cooperates and collaborates with the Occupational Health & Safety Committee, including conducting regular workplace inspections, investigation of injuries and related documentation, fire prevention and disaster plan implementation as required.
7. Participates in interdepartmental and team meetings and committees as required.
8. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 10 and two (2) years recent, related experience; or an equivalent combination of education, training and experience.

Skills And Abilities

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