

UNION JOB DESCRIPTION

JD1481

JOB TITLE:	Housekeeping Supervisor	JOB DESCRIPTION NO.:	40635/F.NI.11007.001
CLASSIFICATION:	Housekeeping Supervisor 3	GRID/PAY LEVEL:	F 22
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	11007
UNION:	BCGEU; HEU	JOB/CLASS CODE:	SI: 40635; CNI: 11007
PROGRAM/DEPARTMENT:	General Support Services	BENCHMARKS (If Applicable):	11007
REPORTING TO:	Manager or designate		
FACILITY/SITE:	HEU: (North Island Hospital-Campbell River & District; Gorge Road Hospital, Priory Hospital, Glengarry Hospital, Aberdeen Hospital, Saanich Peninsula Hospital, Queen Alexandra Centre; Royal Jubilee Hospital, Victoria General Hospital; Cowichan District Hospital, Cairnsmore Place, Nanaimo Regional General Hospital, Dufferin Place) 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.

Reporting to the Manager or designate, performs a variety of supervisory duties such as scheduling, coordinating work assignments and providing orientation, training and instruction to Housekeeping staff members.

Checks, inspects and evaluates work performed by staff to ensure departmental standards of cleanliness, safety and sanitation are met.

Assists Manager with administrative duties such as making recommendations for and monitoring of staffing and operating budgets, participating in development, maintenance and enforcement of departmental policies and procedures, and requisitioning supplies and equipment as required.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises, coordinates and monitors daily work activities of assigned staff to ensure adherence to work direction and established departmental policies and procedures. Prepares job schedules and responds to requests for housekeeping support from other departments. Assesses short term staffing requirements using employee absence, patient count and workload indicators. In conjunction with the Manager, participates in the determination of work areas and routines.
2. Supervises the day-to-day delivery and pick-up of clean and soiled linen, garbage, biomedical waste and recyclable materials.

3. Completes employee attendance records such as payroll, payroll adjustments, and vacation requests. Monitors reports on staffing/operating costs comparing regular and relief staffing, providing justification for variances, and making recommendations for budget purposes.
4. Initiates job vacancy requisitions, which are reviewed and authorized by the Manager. Interviews candidates for postings and casual positions as required.
5. Tests new products and equipment, liaises with supply vendors, and requisitions supplies as required. Reports faulty and unsafe equipment to the Manager, requisitions for repair or returns to vendor accordingly.
6. Provides job orientation and training to new staff and conducts follow-up training and in-services concerning departmental policies, procedures and related safety standards such as Universal Precautions, Workplace Hazardous Materials Information System (WHMIS).
7. Investigates Housekeeping staff injury on duty reports, completes necessary reports, and submits to Human Resources Department.
8. Prepares employee performance appraisals for staff members and forwards to Manager for review/signature. Discusses appraisals with individual employees and assists staff with goal setting.
9. Completes a variety of Housekeeping forms and reports such as quality control audits, statistical analysis reports, period end reports, inventory counts to ensure compliance with Quality Assurance/Quality Improvement and Departmental standards.
10. Acts as liaison with other departments.
11. Performs a variety of housekeeping duties such as washing walls, windows and ceilings, scrubbing, stripping and refinishing floors, cleaning stairways, vacuuming carpets, discharge cleaning and collection of garbage, clean and soiled linen and recyclable material as required.
12. Schedules periodic pest control inspections and coordinates the scheduling of pesticide applications with the vendor.
13. Performs related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, plus three years recent, related experience, including six months supervisory experience, or an equivalent combination of education, training and experience.

Skills And Abilities

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