



## UNION JOB DESCRIPTION

**JD1487**

<b>JOB TITLE:</b>	Environmental Services Worker	<b>JOB DESCRIPTION NO.:</b>	F.NI.13102G.001
<b>CLASSIFICATION:</b>	Maintenance Worker II ; Housekeeping Aide ; Cleaner	<b>GRID/PAY LEVEL:</b>	F 13
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	13102; 11001; 11002; 13201
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	13102G
<b>PROGRAM/DEPARTMENT:</b>	Rural Medicine, Rural Services	<b>BENCHMARKS (If Applicable):</b>	13102; 11001; 11002; 13201
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	Gold River Health Centre (GR); Tahsis Health Centre (TA)		

### 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.

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, performs buildings, grounds and equipment maintenance duties.

### 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, air ducts, fans, dressing tables, casting sink filter, etc., 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/rods, installs shelves, assembles furniture and equipment, changes light bulbs.
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. Performs grounds maintenance duties, such as cutting grass, weeding and caring for flowerbeds.
13. Performs building and equipment maintenance duties, such as minor plumbing, painting, carpentry and electrical maintenance and repair.
14. Ensures a safe and healthy working environment by observing universal (standard) precautions and infection control procedures; removing obvious hazards; and reporting faulty equipment, accidents, injuries and near misses.
15. Clears snow and applies sand/salt on walkways, parking lot and building entrances as required.
16. Performs other related duties as assigned.

## **QUALIFICATIONS:**

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

Grade 10 plus one year's 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 carry out the duties of the position.
- Organize work.
- Operate related equipment.