UNION JOB DESCRIPTION

JD3131

JOB TITLE:	Housekeeping & Laundry Supervisor	**JOB DESCRIPTION NO.:**	F.NI.11006A.004
CLASSIFICATION:	Housekeeping Supervisor 2 ; Laundry Worker III	**GRID/PAY LEVEL:**	F 19
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	11006; 12101
UNION:	HEU	**JOB/CLASS CODE:**	11006A
PROGRAM/DEPARTMENT:	General Support	**BENCHMARKS (If Applicable):**	11006; 12101
REPORTING TO:	Manager		
FACILITY/SITE:	Cormorant Island (AB), Port Hardy Hospital(PHH), Port McNeil (PMH)		

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 5 to 16 designated staff; and the day to day administration of housekeeping and laundry services as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Supervises 5 to 16 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. Performs a variety of duties associated with the distribution of laundry and linen supplies.

4. Responsible for maintaining housekeeping and laundry inventories and controlling stock levels. Completes supplies requisitions in accordance with established procedures.

5. Makes recommendations and provides information to the Manager with regard to budget and equipment needs for housekeeping and laundry services.

6. Ensures adherence to 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.

7. Ensures a safe and healthy working environment by observing universal precautions and infection control procedures, removing obvious hazards, reporting faulty equipment, and adhering to and enforcing rules regarding safety. Cooperating and collaborating with the Occupational Health & Safety Committee, including regular workplace inspections, investigation of injuries and related documentation, fire prevention and disaster plan implementation as required.

8. Participates in interdepartmental and team meetings and committees as required.

9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 10; and three (3) 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.