



UNION JOB DESCRIPTION

JD374

JOB TITLE:	Housekeeping Aide	JOB DESCRIPTION NO.:	40428
CLASSIFICATION:	Housekeeping Aide	GRID/PAY LEVEL:	F 10
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	11001
UNION:	HEU	JOB/CLASS CODE:	40428
PROGRAM/DEPARTMENT:	Medicine, Chronic Disease Management and Primary Health Care, Patient Care	BENCHMARKS (If Applicable):	11001
REPORTING TO:	Manager or designate		
FACILITY/SITE:	Lady Minto Hospital		

JOB SUMMARY:

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

Positions at this level perform a variety of light cleaning duties such as sweeping and damp mopping floors, vacuuming carpets and dusting and polishing furniture.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Cleans areas such as floors, stairways, walls, interior and windows and walkways by methods such as sweeping, spot washing, and damp mopping.
2. Cleans carpets and rugs by methods such as vacuuming, crushing, and shaking.
3. Cleans items such as furniture, woodwork, ledges, fixtures, and blinds by methods such as dusting, polishing, and wiping.
4. Cleans and disinfects washrooms and replenishes items such as soap and towels.
5. Strips and makes beds; cleans and tidies items such as cupboards, lockers, basins, and tables; hangs and removes such items as drapes and bed curtains.
6. Empties and cleans waste containers and removes garbage from buildings.
7. Locks windows and doors following facility security procedures.
8. Reports damaged and/or inoperable fixtures and furniture.
9. Maintains related equipment by cleaning and replacing items such as filter bags.
10. Occasionally scrubs geri chairs and vents.
11. Assists in isolation set-up and dismantles on termination of isolation procedures.
12. 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

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