UNION JOB DESCRIPTION

JD4383

JOB TITLE:	Cleaner	**JOB DESCRIPTION NO.:**	C.CI.80601A.001
CLASSIFICATION:	Materials Management 1; Housekeeper	**GRID/PAY LEVEL:**	C06; C01
COLLECTIVE AGREEMENT:	Community Subsector	**HSCIS NO.:**	80601; 80300
UNION:	BCGEU	**JOB/CLASS CODE:**	80601A
PROGRAM/DEPARTMENT:	General Support Services	**BENCHMARKS (If Applicable):**	80601; 80300
REPORTING TO:	Manager		
FACILITY/SITE:	Ladysmith Community Health Centre		

JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager this position provides and oversees all aspects of housekeeping services for the Ladysmith Community Health Centre, including cleaning, linen distribution, and garbage collection and removal. Performs a variety of general cleaning and service functions. Responsible for maintaining departmental records and ordering supplies. Liaises with other departments to ensure that the cleaning needs of the facility are met.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs routine cleaning duties in accordance with established cleaning schedules. Maintains staff, storage and common areas in a clean and orderly way; and ensures that a sufficient supply of consumable products (toilet paper, paper towels, napkins), are available in the bathrooms and dining room.

2. Maintains Housekeeping equipment by cleaning and replacing items such as filter bags and mop heads. Reports unsafe and faulty equipment fixtures to the Manager. Ensures safe use and storage of all cleaning supplies.

3. Ensures that the clean linen is distributed to the appropriate areas and collects the soiled linen and places it in the collection area for pick-up. Monitors pick-up and delivery of linen supplies by central laundry services.

4. Washes, scrubs, cleans, and vacuums all surfaces, furniture, mirrors, and windows. Sweeps and mops floors; cleans bedrooms and storage areas; and maintains a clean and orderly work area.

5. Cleans external areas such as entranceways and outdoor covered areas.

6. Performs regular terminal cleaning duties of designated spaces in accordance with infection control practices.

7. Monitors all aspects of the garbage and refuse collection and removal in accordance with established collection and disposal routines.

8. Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Arranges furniture for special events

9. Responsible for maintaining Housekeeping and laundry inventory and controlling stock levels. Completes supply requisitions in accordance with established procedures.

10. Reports problems with cleaning, laundry, garbage, maintenance and repairs, equipment malfunction, or incidents to the Manager.

11. Washes and dries miscellaneous Housekeeping items using on-site domestic washer and dryer as required.
12. Participates in interdepartmental and team meetings and committees as required
13. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12.

Knowledge of Infection Control cleaning procedures for a diverse and health compromised population.

Or equivalent combination of education, training and experience.

Skills And Abilities

- Physical ability to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Ability to deal with addicted and mentally ill clients and their families.
- Ability to organize and complete work within established timeframes.
- Ability to apply situation appropriate cleaning techniques.