



Provincial Job Description

TITLE:
(092) Environmental Services Worker

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides a clean, sanitary and safe environment for clients/patients/residents, staff and visitors.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills.**
- ◆ **Ability to work independently.**
- ◆ **Valid driver's license, where required by the job.**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Cleaning Duties

- ◆ Cleans, sanitizes/disinfects all areas, equipment and floors according to established procedures.
- ◆ Ensures infection control, isolation techniques and universal precautions are followed.
- ◆ Performs and documents daily, weekly, monthly and annual cleaning.
- ◆ Cleans walls, ceilings, fixtures, furniture and equipment.
- ◆ Cleans windows (interior and exterior), ledges, sills, curtains, drapes and vertical blinds.
- ◆ Cleans, vents, heat registers, light fixtures, fans, air return ducts.
- ◆ Cleans sinks, toilets, showers, bathtubs, mirrors, shelves and whirlpool tub.
- ◆ Cleans cupboards, doorknobs, handrails, light switches, sprinklers, counters, garbage cans, fridges.
- ◆ Cleans specific areas (e.g., operating rooms, labour and delivery, trauma rooms, laboratory, x-ray, offices, dining rooms, patient/resident rooms and items).
- ◆ Discharge cleaning and bed making.
- ◆ Maintains floors – dry/wet mop, burnish, vacuum, strip, seal and finish, auto scrub.
- ◆ Maintains carpets and mats – vacuum, spot clean and shampoo.
- ◆ Ensures mops, cleaning cloths, privacy curtains and drapes are cleaned
- ◆ Cleans stairwells and elevators.
- ◆ Cleans and maintains equipment (e.g., vacuums, burnishers and auto scrubber).
- ◆ Collects and disposes of garbage.
- ◆ May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).

B. Related Key Work Activities

- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Prepares cleaning solutions (e.g., dilutes, titration checks).
- ◆ Collects and porters soiled linen and garbage.
- ◆ Delivers and porters supplies and stock.
- ◆ Orders, receives and distributes clean linen.
- ◆ Launders/hangs curtains/drapes.
- ◆ Provides plant care – water, re-pot, clean artificial plants.
- ◆ Disposes of sharps, broken glass and biohazardous waste, as per department procedures and policies.
- ◆ May perform seasonal decorating.
- ◆ Secures areas (unlocks/locks doors).
- ◆ Moves furniture and equipment.
- ◆ Sets up and dismantles meeting rooms (e.g., tables, chairs audiovisual equipment).

- ◆ Orders, receives and distributes paper, cleaning supplies and equipment.
- ◆ Checks and re-stocks bathroom supplies (e.g., paper towels, toilet paper, soap).
- ◆ Collects recyclables (e.g., paper and cardboard).
- ◆ Operates garbage compactor, cardboard baler.
- ◆ Reports any unsafe conditions or maintenance concerns.
- ◆ Provides input into policies and procedures.
- ◆ Ensures maintenance requisitions are completed.
- ◆ May measure, select and order drapes, verticals, curtains and floor mats.
- ◆ May represent department/facility at meetings.
- ◆ May do replacement scheduling according to a predetermined call-in list.
- ◆ May assist client/patients/residents with meals (e.g., opens and unwraps containers, toast, cuts meat)
- ◆ Participates in a variety of audits and surveys.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October 17, 2019