



# *Provincial Job Description*

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***TITLE:***  
**(243) Environmental & Laundry  
Services Worker**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Provides a clean, sanitary, safe environment for clients/patients/residents, staff and visitors.  
Provides laundry/linen-related services for clients/patients/residents and staff.**

***QUALIFICATIONS:***

- ◆ **Grade 10**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Basic computer skills**
- ◆ **Ability to work independently**
- ◆ **Valid drivers 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.
- ◆ May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).
- ◆ Collects and disposes of garbage.

### **B. Laundry Duties**

- ◆ Launders facility linen and patient/resident laundry.
- ◆ Gathers and porters soiled linen to laundry department (e.g., using carts and slings/mono-rails).
- ◆ Weighs linen, documents and reports weights.
- ◆ Sorts soiled laundry and pre-treats stains.
- ◆ Loads and unloads washers, extractor and dryers.
- ◆ Selects/programs appropriate wash/dryer cycle and detergents/chemicals.
- ◆ Sorts, irons, mends, sews.
- ◆ Folds, checks quality of linens for repair or replacement.
- ◆ Sorts, cleans, stocks carts
- ◆ Organizes and stocks laundry carts.
- ◆ Porters clean linen to wards, closets and carts.
- ◆ Transports/porters clean laundry/linen to facilities, wards, closets and carts.
- ◆ Delivers clean laundry/linen to client/patient/resident rooms, puts into drawers, hangs in closets.

**C. Related Key Work Activities**

- ◆ Stores, records and tracks linen.
- ◆ Maintains inventory, orders chemicals and sewing supplies.
- ◆ Cleans work area and equipment (e.g., washers, dryers, carts).
- ◆ Launders mops, cleaning cloths, privacy curtains and drapes.
- ◆ Prepares cleaning solutions (e.g., dilute, titration checks).
- ◆ Orders, receives and distributes clean linen and uniforms.
- ◆ Hangs curtains/drapes.
- ◆ Disposes of sharps, broken glass and biohazardous waste.
- ◆ Secures areas (unlock/locks doors).
- ◆ Moves furniture and equipment.
- ◆ Ensures proper labeling of clothing (e.g., thermopatch or hand labeling).
- ◆ Collects recyclables (e.g., paper and cardboard).
- ◆ Operates garbage compactor, cardboard baler.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Reports any unsafe conditions or maintenance concerns.
- ◆ Ensures maintenance requisitions are completed.
- ◆ Sets up and dismantles meeting rooms (e.g., table, chairs, audiovisual equipment).
- ◆ May assist client/patients/residents with meals.
- ◆ May do replacement scheduling according to a predetermined call in list.
- ◆ May represent department/facility at meetings.
- ◆ Provides input into policies and procedures.
- ◆ May perform seasonal decorating.
- ◆ Provides plant care.

*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*