

Housekeeping Aide

Job ID.
4.03

Dept. ID.
4.00

Dept.
Housekeeping

Reports to
Housekeeping Supervisor

Job Classification
Regular Full Time
Regular Part Time
Casual

POSITION SUMMARY

To assist with general housekeeping duties and ensure a high standard of housekeeping in the Meridian Foundation Lodge

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

- Performs general housekeeping duties including cleaning bathrooms, dusting, vacuuming, bed making, sanitizing, dust mopping, and washing floors
- Performs deep cleaning duties such as wall washing, moving, and cleaning behind furniture
- Collects and launders laundry and deals with contaminated laundry
- Follows and documents duty tracking sheets
- Checks on residents absent for meals and assists residents to dining area as needed
- Delivers sick trays as requested
- Documents all necessary information in communication binder
- Completes general housekeeping tasks to support department
- Participates in workplace inspections, department record keeping and creating safe work practices
- Assists residents requiring help

SAFETY RESPONSIBILITIES

- Keeps self and others healthy and safe according to the Work Safe Alberta's *Worker's Guide* located in Safety Zone
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules, and legislation

DRESS CODE

- Casual attire; uniforms are acceptable
- Flat, non-slip, closed-toed shoes or runners (crocs, or any version of, are not permitted)
- Hair must be tied back and away from the face
- Housekeeping smocks will be provided
- Aprons will be provided when in the kitchen

ABILITIES, SKILLS AND EXPERIENCE

- Ability to endure frequent periods of walking, standing, kneeling, crouching and reaching with hands and arms
- Ability to lift and/or move up to 25 pounds
- Strong organization skills
- Strong people skills
- Excellent verbal and written communication skills

- Strong ability to understand written and spoken instruction
- Skilled at problem solving
- Ability to complete reports, forms and correspondences
- Knowledge of cleaning solutions and products
- Experienced in Housekeeping in a Manor setting (Self-Contained units)
- Observant, able to detect changes in resident behavior, health or appearance
- Ability to constantly improve and learn
- Ability to work independently or on a team
- Approachable and friendly demeanor
- Flexibility, enthusiasm and a positive attitude
- High standard of hygiene and personal appearance
- Desire to work with seniors

MINIMUM QUALIFICATIONS

One month related experience and/or training; or equivalent of education and experience