

Housekeeping Aide – Floor Care

Job ID.
4.06

Dept. ID.
4.00

Dept.
Housekeeping

Reports to
Housekeeping Supervisor

Job Classification
Casual

POSITION SUMMARY

This position is primarily responsible for the cleaning and maintenance of flooring in Meridian Foundation's Lodges and Self-Contained buildings, ensuring this is done at a high standard.

DUTIES AND RESPONSIBILITIES

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

- Ensures a high standard of floor cleanliness in the lodge, independent lodge and senior self-contained buildings
- Properly uses and maintains the TASKI® machines
- Strips and waxes floors on an annual basis
- Keeps accurate records
- Maintains accurate inventory of floor care chemicals and products
- Advises the Health & Safety Officer of any safety issues that require attention
- Documents all necessary information in communication binder
- Participates in workplace inspections, department record keeping and creating safe work practices
- Addresses resident questions and assists them or directs them to the necessary department
- May be cross-trained to provide assistance in general housekeeping duties as required.

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

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 Lodge setting
- 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

- Basic knowledge and understanding of TASKI® machines.
- High school diploma or GED
- Valid Driver's license and a Driver's Abstract in good standing
- Several years of relevant experience would be an asset