

Eastholme – Home for the Aged

JOB DESCRIPTION



Position Title: Custodian	Reports to (Direct): Assistant Administrator/ Manager, Environmental Services
Department: Environmental Services	Classification: CUPE
Hours per Week (regularly scheduled hours): 40 hours per week – Full-time Less than 30 hours per week – Part-time	Schedule: Day, Evening and Nights Shifts, including weekends
Effective Date: February 2022	Supersedes: January 2019

Position Synopsis and Purpose

(An overview of the job and how it connects to the big picture)

Under the direction of the Assistant Administrator/ Manager, Environmental Services, the Custodian is responsible for maintaining a clean, organized and safe environment for all residents and staff at the Home. Through a variety of cleaning and maintenance activities, this role will help to ensure that the Home's internal and external appearances exhibit the quality of care provided to our residents.

Major Responsibilities (include but are not limited to):

(What does this job do and how is the time allocated)

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

- Clean residents' rooms using cleaning chemicals and disinfectants
- Prepare rooms for admission, including wall repairs and painting.
- Operate all housekeeping equipment, including floor polisher and carpet steam cleaner, in accordance with safe operating procedures.
- Safely dispense and use cleaning chemicals.
- Clean and sanitize floors, equipment, and furniture according to infection control policies.
- Perform certain outdoor duties (i.e., window cleaning, snow removal, lawn care).
- Perform various handyman duties in the handyman's absence (i.e., check/monitor equipment, minor maintenance/ repairs).
- Participate in the elevator passenger rescue and in the event of an emergency perform other duties as may be assigned.
- Show others how to perform tasks and duties when required.
- Attend in-service and Staff Development Programs and housekeeping staff meetings.
- Comply with the Fire, Health and Safety Regulations and attain proficiency in the methods of sounding the fire alarm, fire evacuation procedures, proper use of fire extinguishing equipment, and other procedures designed to ensure the security and protection of residents of the Home.
- Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures and legislation. This shall include wearing appropriate PPE as required.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other related duties as required

Skills, Experience and Qualifications:

(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications) Experience, Knowledge, Skill, and Ability)

- Completion of an Ontario Secondary School Diploma.
- Knowledge of safe use of housekeeping equipment and cleaning chemicals.
- Capable of operating housekeeping equipment and certain maintenance equipment in a satisfactory manner.
- Skilled in performing minor maintenance/ repairs.
- Ability to meet the physical and mental demands of the job.
- Solid command of the English language (speak, read, write and comprehend).
- Compassion, patience and friendly personality with an understanding of, and respect for, the rights of long-term care residents.
- Prepared to work, communicate, and co-operate satisfactorily with residents, staff, and others.
- Proven ability to follow an established work procedure/ schedule and complete all assigned tasks within the timelines as set out, with minimal supervision.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one.
- Must be willing to obtain any, and all, vaccinations that may be mandated by the MOHLTC.
- Ability to work any of the scheduled shifts, including weekends (shift times subject to change to meet operational needs).

Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

