

Eastholme – Home for the Aged



JOB DESCRIPTION

Position Title: Laundry Aide/ Housekeeping Aide	Reports to (Direct): Assistant Administrator/ Manager, Environmental Services
Department: Environmental Services	Classification: CUPE
Hours per Week: 40 hours per week – Full-time Up to 30 hours per week – Part-time	Schedule: Day and Evening Shifts, including weekends
Effective Date: February 2022	Supersedes: 2012

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, incumbents in this job will split their time between Laundry and Housekeeping to ensure the Residents' personal clothing and the linens of the Home are kept clean and in good repair and that the Home is maintained in a safe, clean and sanitary condition.

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.

- Sort and separate items to be laundered in accordance with laundering requirements – this includes resident clothing and facility linens
- Follow specific instructions for treatment of soiled linens and operate automatic washing machines, dryers, iron.
- Fold laundry as required, sort and deliver to appropriate units.
- Ensure proper identification of all personal clothing as well as set aside any clothing that may require mending; perform simple mending and repairs.
- Advise manager of any machines that are not operating as expected or malfunctioning.
- Maintain a clean work environment, dusting and washing equipment and shelves as required and upon completion of the shift.
- Label personal articles of clothing as required.
- Safely handle equipment and cleaning chemicals used in Laundry and Housekeeping Departments.
- Attend in-service and Staff Development Programs and housekeeping staff meetings.
- In the event of an emergency perform other duties as may be assigned.
- 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)

- Knowledge of safe use of laundry and housekeeping equipment and cleaning chemicals.
- Previous experience in institutional laundry services is considered an asset.
- Capable of operating laundry and housekeeping equipment and certain maintenance equipment in a satisfactory manner.
- 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.
- Ability to work all shifts required of the job, including weekends – 730 AM to 400 PM (housekeeping) or 930 AM – 600 PM (laundry) - (shift times subject to change to meet operational needs).
- 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.

Position Classification

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

