

GUARDIAN

<p>A. Position Summary</p> <p>Reporting to the Manager, this position is responsible for the operation of the Lodge and resident/visitor supervision. The position also entails housekeeping, recreation, laundry and kitchen duties and is accountable to supervisors in those areas.</p>	<p>B. Qualifications</p> <p>Proven ability in supervisory capacity, strong communication (written & oral), people management skills and housekeeping experience. Security Check, First Aid and WHMIS.</p>
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1. Job Purpose

In this working supervisory position, the Guardian is responsible for the assistance and leadership provided to residents and their families, visitors, staff and the community at large, during the assigned shift. The Guardian is responsible for the effective performance of the daily lodge supportive services, which includes, recreation, housekeeping, laundry and some aspects of food and beverages duties.

2. Responsibilities

Must have a sincere desire and ability to work with seniors. Must demonstrate good communication and leadership skills and be pleasant and sincere in dealing with residents and staff. Provides service in a professional manner assuring that resident's requests are met within the guidelines set up by the Lodge. Ensure that the rights and privileges of the residents are maintained. Displays professionalism in ability to organize and supervise staff in the night cleaning department.

1. Regulations and Standards

Be responsible for ensuring the Foundation policies, procedures, guidelines and rules and regulations are followed. Implements correct procedures for:

- Resident health and safety
- Building security and safety

- Infection Control
- Equipment operation and cleaning
- Documentation of Daily Report & Resident Reports
- Ensures all legislation guidelines are followed (eg WHMIS labeling ect)
- Lakeland Lodge and Housing Policy & Procedure
- Kitchen sanitation and safety
- Food handling, preparation and distribution

Ensure that current practices meet or exceed the health authorities' regulations and the minimum requirements for Lodge Operational Standards.

2. Supervision

Direct supervision of residents, visitors and Night cleaning staff (4-12 and 12-8 shift only):

- Ensure security precautions are followed/taken
- Report potential danger to Manager and informs the Manager of resident behaviour concerns
- Responsible for health and safety of the residents in the lodge and must be thoroughly aware of all emergency procedures
- Ability to make fast, logical decisions
- Act as a resident advocate by being aware of resident concerns and ensuring they know the appropriate reporting procedures and forwarding concerns to management
- Oversee resident and visitor conduct, ensuring the policies of the Lodge are enforced
- Responsible to actively promote and supervise recreational activities among the residents during the assigned shift
- Responsible as hostess for all visitors and evening events (greeting, welcoming, thanking, serving snack (if prepared) and accommodating requests)
- Responsible for documentation of all communication and problems identified during the shift (Primary Reporters 8-4, 4-12 and 12-8)
- Supervise facility and guests and enforce rules and safety standards
- Report and resolve complaints, requests, safety conditions, security issues and illegal activities
- Ensure adequate staff coverage in the absence of the Manager

Provides verbal and written instructions to Cleaning Service Workers regarding:

- Duties to be completed and method of cleaning
- Proper equipment and product to be used
- Proper use of equipment
- Special requirements to complete the task
- Professionalism and conduct related to position

- Training staff in proper procedures for duties as designated, reporting deficiencies
- Report concerns to the manager
- Disciplinary action will be handled by management
- Ensure security/safety precautions are followed/taken
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3. Cleaning Scheduling and Planning

- Completes cleaning, laundry and kitchen duties as per duty descriptions of shift
- Cleans facility as per operational standards established by the Alberta Seniors and Community Supports licensing division and follows the Health and Safety Practices set out by the Management Body in the performance of duties
- Assist to develop cleaning schedules and annual cleaning schedules
- Monitors weekly and cyclical cleaning schedule to ensure it is adhered to
- Report any problems which are observed (supply shorts, equipment problems or shorts, areas not meeting standards, building maintenance issues)

Other:

- Report Maintenance or building upkeep issues to the appropriate resource
- Provide annual budget requests for consideration
- Ensures all checklists, forms and Foundation documents are reviewed and completed

4. Working Conditions:

- Ensures a positive attitude that promotes a healthy, happy environment and staff moral
- Must demonstrate proficiency and ensure safety practices are utilized when working and operating equipment
- Must keep affairs of the Foundation and residents confidential
- Participates as part of the staff team to insure that a high standard of services is provided for the residents
- Participate in staff meetings and staff training opportunities
- Must have the ability to work on own initiative
- A high standard of hygiene and personal appearance

5. Physical Requirements:

Must be able to stand for extended periods of time, complete repetitive tasks and lift heavy objects (up to 50lbs) on a regular basis.

6. Related Duties:

Additional duties related to this position may be added at the discretion of management.

Reviewed with employee: _____

Date

I hereby declare that the attached job description has been thoroughly reviewed with me on the above noted date and a copy has been issued to me.

Employee: _____

Signature

I hereby declare that the attached job description has been thoroughly reviewed with the employee on the above noted date and a copy has been issued to them.

Employer: _____

Signature