

## HOUSEKEEPER

<p><b>A. Position Summary</b></p> <p>Reporting to Head Housekeeper and ultimately the Manager, this position is responsible for providing a safe and sanitary environment through the provision of laundry and housekeeping services.</p>	<p><b>B. Qualifications</b></p> <p>Proven ability in housekeeping and laundry area. Strong communication skills, kind and patient demeanour. Security Check, WHMIS and First Aid.</p>
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### 1. Job Purpose

The Housekeeper is responsible for ensuring a high standard of housekeeping services are upheld at the Lodge. This includes adhering to all Regulations and Standards, assisting with control of inventory, and cleaning task implementation.

### 2. Responsibilities

Display professionalism in ability to organize Housekeeping duties. Must demonstrate good communication 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. Must be highly organized and have an excellent understanding of infection control practices.

#### 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 (e.g. WHMIS labelling etc.)
- Lakeland Lodge and Housing Policy & Procedure
- Building sanitation and safety

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

## 2. Cleaning Inventory

Assist Head Housekeeper to maintain cleaning inventory control systems:

- Advise Head Housekeeper of deficiencies of incoming supplies for quality and quantity,
- Note shortfalls and advise Head Housekeeper
- Supply receiving and storage as directed
- Ensure stock rotation
- Provide written record to Head Housekeeper of all housekeeping equipment needs

## 3. Cleaning Scheduling and Planning

- Clean facility as per operational standards established by the Alberta Seniors and Community Supports Licensing Division and follow the Health and Safety Practices set out by the Management Body in the performance of duties
- Adhere to guidelines for infection control and cleaning practices as outlined by Head Housekeeper and Management
- Adhere to weekly and cyclical cleaning schedule as assigned by Head Housekeeper or Manager
- Follow direction from Head Housekeeper on method of cleaning
- Use proper equipment and product as trained
- Training staff in proper procedures for cleaning and other duties as designated
- Follow laundry schedules for internal and personal laundry
- Maintain neat and organized storage for all linen and janitorial storage areas

Other:

- Reporting potential danger to Manager and inform the Manager of resident behaviour concerns
- Report Maintenance or building upkeep issues to the appropriate resource
- Responsible for documentation of all communication and problems identified during the shift
- Provide input on annual budget requests for consideration
- Ensure all checklists, forms and Foundation documents are reviewed and completed

**4. Working Conditions:**

- Ensures a positive attitude that promotes a healthy, constructive 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 ensure that a high standard of services is provided for the residents
- Maintain a high standard of hygiene and personal appearance
- Participate in staff meetings and training opportunities
- Must have ability to work on own initiative

**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: \_\_\_\_\_