**Job Description: Housing Keeping Attendant**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PURPOSE/OBJECTIVE**:

This position is responsible general housekeeping duties.

**2.0 JOB SUMMARY:**

The **Housekeeping Attendant** is responsible for cleanliness and sanitation by cleaning, disinfecting and sanitizing rooms and furnishing in areas that are assigned to ensure the residence and common areas is maintained in a safe, clean and sanitary condition. The work includes disinfecting [patient/resident/client] [rooms/suites] and common areas while adhering to [Organization’s Name] policies, process, safe work practices and procedures.

**3.0. FUNCTION:**

Facilitate housekeeping responsibilities to provide a comfortable space for employees and [patients/residents/clients] as part of a team reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/ regulations/applicable standards].

**4.0.EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization:**

* Grade 12 or High School Completion equivalent

**5.0. SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Experience working with seniors in the community health services setting
* Ability to read, write and communicate in English
* Ability to perform physical tasks that are necessary for the position:
	+ Stand for long periods of time through shift
	+ Heavy lifting
	+ Bending
* Communication and teamwork skills
* Organizational and time management skills
* Ability to effectively work independently and within a team
* Current Basic Cardiac Life Support
* First Aid Certification

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Lifting up to maximum 50 lbs
	+ Carrying/transporting objects up to maximum 25 lbs
	+ Bending, crouching, kneeling, reaching, stretching
	+ Pushing and pulling up to maximum 100 lbs
	+ Standing for prolonged period of time
	+ Frequent walking covering long distances

**7.0. DUTIES AND RESPONSIBILITIES:**

**List the duties and responsibilities required for your organization in this role such as:**

* Cleans and disinfects common areas including dining room, bathrooms, lounges, activity areas, offices, hallways stairways, and other areas as directed.
* Cleans and disinfects [patient/resident/client] [units/suites/rooms] including kitchen, furniture, restroom, walls, ceiling, lights, vents, mirrors, and windows.
* Change linens and make up beds.
* Operate handheld cleaning tools such as brooms, dusters and mops.
* Operate machines such as vacuum cleaner, power scrubber, carpet shampooer, waxing machines.
* Maintain equipment within prescribed standards.
* Collect dirty laundry and place in designated locations.
* Deliver linens and clothing to appropriate and designated areas.
* Empty and clean all waste containers and transport garbage to designated area.
* Report all non-functioning or damaged equipment, fixtures or surfaces to [role for your organization].
* Keeps records and report operation or maintenance issues and/or concerns to [role for your organization].
* Assist in the maintenance of supply/equipment inventory (paper towels, soap, toilet paper, cleaning supplies), including regular inventory checks.
* Perform inspections as required.
* Maintain clean and orderly area.
* Record and keep activity log.
* Maintain confidentiality of [patient/resident/client] information.
* Relay [patient/resident/client/family] concerns to supervisor [role in your organization]
* Report changes in [patient/resident/client] behaviour to [role for your organization].
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**:

**List the safety responsibilities required for your organization in this role such as:**

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Mentor team members to fulfill Occupational Health and Safety standards and values.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Aware of emergency response responsibilities and respond to such emergencies appropriately for role.
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures;
* Maintain and promote a safe working environment at all times.
* Refrain from or participate in workplace harassment and/or violence

**9.0** **OCCUPATIONAL JOB HAZARDS**

**List the occupational job hazards (ensure that high hazards are included) for this role such as:**

* Frequent manual handling requires moderate to heavy lifting, pushing or pulling and other handing manoeuvres which can result in the use of awkward postures; acute or chronic exposure may result in sprains or strains such as:
	+ Lifting waste or garbage containers.
	+ Carrying items
	+ Moving equipment ‘
	+ Handling containers
	+ Unloading deliveries
	+ Reaching for items on shelves.
	+ Bending or stooping while tiding rooms or making beds.
* Transporting of carts and dollies can cause overexertion and exposure to pinch points which may result in strains, sprains or falls, and fingers or crushed limbs or hand.
* Regular standing, walking for lengths of time, bending and reaching can increase forces on muscles and tendons contributing to fatigue.
* Floor contamination such as spillages of water and wet floors from cleaning can result is slips.
* Obstructions in walkways, including cables, boxes, crates, bins, cleaning, equipment can result in trips.
* Working in employees and [patients/residents/clients’] [units/suites/rooms] and in common areas may result in exposure to bacteria, fungi, viruses, bodily fluid increasing risk of acquiring illness and/or infection.
* Working in [patient/resident/client] [units/suites/rooms] and common areas may result in exposure to loud noise levels, heat and humidity which can contribute to physical fatigue.
* Exposure to chemicals in household cleaning products which could result in skin reactions or respiratory illness.
* Exposure to Electrical equipment, cords and outlets in common areas and [patient/resident/client] [units/suites/rooms] increase risk of exposure to burns and electrical shock.

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

**[List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:**

* General Orientation
* WHIMIS
* [Organization’s Name] Housekeeping Attendant orientation program; including # of supervised shifts
* Site Specific training