

KIWANIS VILLAGE NANAIMO

POSITION DESCRIPTION: **CLEANER / RESPONDER - HOUSING**

DEPARTMENT: **Support Services**

REPORTS TO: **Coordinator, Hospitality Services**

ROLE SUMMARY:

Under the direction of the Hospitality Services Coordinator and in accordance with established standards, policies, and procedures, this position responds to pendant calls from Assisted and Supportive Living residents 24 hours per day/7 days per week; performs cleaning duties, such as dusting, vacuuming, rug shampooing, washing, mopping, striping, polishing and wiping; changes linens and makes beds; collects and distributes laundry; fulfills server duties as required; and empties garbage in accordance with established infection control procedures.

DUTIES AND RESPONSIBILITIES:

1. Responds to pendant calls from Assisted and Supportive Living residents by using a portable telephone following established guidelines and procedures.
2. Completes written incident reports and forwards to immediate supervisor.
3. Cleans shelves, surfaces, windows, stairs, walkways and floors in all areas, by methods such as sweeping, vacuuming, washing, scrubbing and mopping.
4. Cleans and disinfects toilets, tubs and showers by methods such as washing, wiping and polishing, and replenishes supplies such as soap, towels and toilet tissue.
5. Cleans furnishings and fixtures, such as chairs, beds, blinds, cupboards, lockers, by methods such as dusting, polishing, washing and wiping.
6. Strips and makes bed; removes soiled linens; washes laundry as per assigned duties; delivers clean laundry to residents' suites.
7. Hangs and removes drapes and curtains.
8. Collects and disposes of waste material and cleans receptacles, carts and containers.
9. Locks windows and doors in accordance with security procedures.
10. Uses and handles a variety of cleaning supplies and materials in accordance with Workplace Hazardous Materials Information System (WHMIS) regulations.

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11. Ensures a safe and healthy working environment by observing universal (standard) precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
12. Performs other related duties as assigned.

QUALIFICATIONS:

A. Education, Training and Experience

Grade 10 or an equivalent combination of education, training and experience.

B. Skills and Abilities

1. Ability to communicate effectively
2. Deal with others effectively
3. Physically carry out the duties of the position.
4. Organize work.
5. Operate related equipment.