

KIWANIS VILLAGE NANAIMO

POSITION DESCRIPTION: CLEANER
DEPARTMENT: SUPPORT SERVICES
CLASSIFICATION: Cleaner 11002 & Housekeeping Aide 11001
GRID: 10
REPORTS TO: MANAGER, SUPPORT SERVICES

ROLE SUMMARY:

Using a variety of specialized equipment, tools and machines, performs cleaning duties, such as dusting, vacuuming, shampooing, washing, mopping, stripping, polishing and wiping; makes beds and empties garbage in accordance with established policies and procedures

DUTIES AND RESPONSIBILITIES:

1. Cleans walls, woodwork, shelves, surfaces, windows, stairs, walkways and floors in all areas, by methods such as sweeping, vacuuming, and washing, scrubbing, mopping, stripping, sealing, waxing, buffing and polishing.
2. 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.
3. Cleans furnishings and fixtures, such as chairs, beds, blinds, cupboards, lockers, by methods such as dusting, polishing, washing and wiping.
4. Cleans equipment, such as stretchers, tables, commodes, trolleys, carts, and wheelchairs, by methods such as washing, wiping, and including steam cleaning as required.
5. Strips and makes beds.
6. Hangs and removes drapes and curtains.
7. Collects and disposes of waste material and cleans receptacles, carts and containers.
8. Performs routine inspections to ensure cleaning equipment and machines are operating efficiently and safely. Replaces components such as pads, filters and bags, as required. Maintains documentation including recommending repair or replacement by completing maintenance requisition and sends to supervisor.

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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. Maintains stocks of cleaning supplies and materials in accordance with established procedures.
11. Transports and move furniture and/ or equipment manually or by using various aides such as dollies or carts.
12. 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.
13. Clears snow and applies salt to walkways and building entrances as required.
14. 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

- Communicate effectively both verbally and written
- Deal with others effectively
- Physically carry out the duties of the position.
- Organize work.
- Operate related equipment.