

# Housekeeping Aide

**Employer:** Algoma Manor Nursing Home

**Posted:** 12 months ago

**ES Job ID:** 4007

**Sector(s):** Environmental Services and Cleaning

**Work Schedule:** >Casual/Part-Time

**Closing Date:** June 30, 2023

**Location:** Thessalon, ON

**Duration:** Part Time

## Job Description:

The Housekeeping Aide performs general housekeeping activities within the established guidelines related to health and safety, infection control, quality management, and the organization standards.

As a valued member of the team, the Housekeeping Aide demonstrates a commitment to resident safety by providing quality care in accordance with the organization's vision and mission.

## RESPONSIBILITIES:

- Provides all aspects of environmental cleaning in assigned work areas.
- Following standardized procedures, is responsible to ensure daily the neatness and cleanliness of residents' rooms, offices and common areas including, but not limited to, rooms and equipment including furniture, closets, windows, walls, floors, shower and tub rooms, washrooms, reception area, break rooms, etc.
- Prepares room for new occupant following prescribed procedures to ensure tour ready at all times.
- Using specified cleaning/disinfecting/sanitizing agents, maintains optimal levels of infection control within the work area.
- Working knowledge of operational policies and procedures, and objectives regarding quality improvement, safety, infection control protocols, and legislative and regulatory standards.
- Participates in multidisciplinary committee work, team member meetings, and all mandatory and pertinent in-service sessions as required.
- Supports and participates in quality initiatives by providing input and suggestions for improvement, and reporting feedback to the immediate supervisor.
- Check that supplies are adequate in housekeeping and equipment is in proper working order before commencing daily routine. Report any shortages, equipment concerns, or overuse of supplies to the manager.
- Collect and dispose of garbage in a safe and sanitary manner.
- Put stock and supplies away on delivery as required.
- Cleans, sanitize, and performs duties, including but not limited to: routine, deep, terminal and discharge cleaning, floor cleaning and maintenance, and waste management according to schedules.
- Participates in an effective orientation and performance management process in accordance with organization standards for all team members within the housekeeping department.
- Maintains personal accountability for completion of monthly audits as assigned.
- Knows and interprets MOHLTC legislation, regulation, and process.
- Contributes to the implementation of processes and systems to ensure compliance with all standards on an ongoing basis.
- Knowledgeable of the Residents' Bill of Rights and ensures privacy while carrying out cleaning duties.
- Work in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act.
- Perform other duties as required.



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**Required Skills:**

- High School diploma or equivalent
- Current WHMIS Certificate.
- Previous Housekeeping experience is required.
- Previous experience in Institutional Cleaning/Laundry in a long-term care setting is desirable.
- Knowledge related to infection control, cleaning practices, housekeeping operations, and equipment
- Ability to read, write English and follow written instructions.
- Ability to effectively communicate with residents and team members.
- Strong customer service skills.
- Effective verbal and written English communication skills are required.

**Requirements:**

**WORKING CONDITIONS:**

- Interaction with male and female residents of all ethnic and cultural backgrounds;
- Combination of natural light and fluorescent lighting;
- Exposure to the elements (external building and property);
- Exposure to variable temperatures both hot and cold;
- Lifting alone and with assistance;
- Pushing/pulling content;
- Crouching, kneeling, stooping/bending for short periods of time;
- Walking and climbing stairs frequently;
- Standing for long periods of time;
- Engagement and/or exposure to various therapy programs focused on providing residents with the highest quality of life in our Homes including but not limited to pet therapy, spiritual events, and musical therapy.

**How to Apply:**

Qualified applicants are asked to submit an application to [Jennifer.Fogal@algomamanor.com](mailto:Jennifer.Fogal@algomamanor.com)

\*We thank all that apply, however, only those selected for an interview will be contacted. All applicants must be legally entitled to work in Canada on a permanent basis.\*

**SAULT STE. MARIE**

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