



Title: <b>JOB DESCRIPTION - HOUSEKEEPING ATTENDANT</b>	
Department/s: <b>Housekeeping Services</b>	
Approved By: <b>Manager of Environmental Services</b>	
Date Approved: <b>Jun14 1995</b>	Policy Number: <b>H II d.20</b>
Date Revised: <b>Aug 11 2011</b>	Page <b>1</b> of <b>2</b>

## POSITION SUMMARY

The Housekeeping Attendant is responsible for specific cleaning routines to ensure a clean environment at Fairhaven for residents, employees, volunteers and visitors.

Designated responsibilities are also assigned to prevent the spread of infection.

## RESPONSIBILITIES

1. Is directly accountable for all duties identified on the cleaner work routine assigned by the Housekeeping Services Supervisor.
2. Performs seasonal or special event project work as assigned by the Housekeeping Services Supervisor.
3. Ensures all duties are performed in an efficient and effective manner with proper utilization and care of department products and equipment.
4. Ensures all standards established through the department's Quality Improvement Program are maintained.
5. Adheres to Fairhaven's Occupational Health and Safety guidelines when using cleaning products, moving furniture, and equipment to clean areas and rooms.
6. Maintains a positive and harmonious relationship with all members of the Fairhaven community.
7. Implements preventative infection control measures at all times. Recognizes infection control signage posted on resident doorways and understands requirements for cleaning routine.
8. Ensures all duties are carried out in a manner which does not cause risk of injury to residents and staff.
9. Makes regular use of the Housekeeping Communication bulletin board and the Communication Binders to stay current about Fairhaven issues.

10. Identifies risks and reports them immediately to Housekeeping Services Supervisor or Admin RN.
11. Identifies deficiencies and reports them in writing on a *Housekeeping Services Report Form* at the end of the shift.
12. Participates in Fairhaven's employee programs for WHMIS, Quality Improvement, Health and Safety, and education.
13. Participates in other work-related duties as outlined by the Housekeeping Services Supervisor

### **REVIEW AND EVALUATION**

A written performance appraisal is completed by the Housekeeping Services Supervisor prior to completion of the probationary period, bi-annually thereafter, or more frequently if required.

### **REPORTING RELATIONSHIP**

Reports directly to the Housekeeping Services Supervisor or designate.