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|  Position DESCRIPTION |

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| **POSITION TITLE:** | **NHC Housekeeping - Laundry Aide**  |
| **REPORTS TO:** | **Housekeeping Department Leader** |
| **CLASSIFICATION:**  | **Casual** |
| **PROBATION:** | **90 Days** |
| **BENEFITS:** |  |

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| POSITION SUMMARY**The Housekeeping - Laundry aide is responsible for performing Housekeeping &/or Laundry duties within the NHC Manor. This position will be casual relief only, May include some weekends.** |

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| **Key Objectives:** | * Ensure that all interactions with our customers and clients are reflective of NHC’s Service Standards.
* To do the best of one’s ability to accomplish the duties expected.
* To make an extra effort as may be needed.
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| **Qualifications:** | **Knowledge, Skills & Certifications*** Knowledge and skill in using equipment and tools necessary for cleaning.
* Understand the proper use of chemicals and various cleaning products.
* Work effectively in and around the public.
* May be asked to work weekend shifts.
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| **Duties**  |  **Manor Residence & Related Spaces.*** Empty all garbage and recycling in all suites in the Manor in a sanitary manner.
* Weekly cleaning of offices.
* General cleaning of resident suites and following the procedures and expectations as required for each suite being cleaned as outlined.
	+ This includes bathrooms, kitchen area, bedroom and general living area.
	+ Wiping down all surfaces.
	+ Cleaning mirrors.
	+ Cleaning floors as appropriate.
* Follow the weekly cleaning Schedules/Linen orders.
* Laundering & ironing of event linens in a timely manner.
* Laundering of kitchen linens in a timely manner.
* Delivering Event Linens to Event Storage office in a timely Manner.
* Pick up and clean up any messes noted in public spaces.
* Report matters as per procedure that need attention for repair to the Department Leader as quickly as possible. In cases of emergency such as water leaks these are to be reported immediately as per procedure.

May be asked to assist with the following.* Cleaning Fridges/Fridges Freezers on a monthly basis.
* Wipe down all tables/table accessories and chairs in the Manor Café.
* Wipe down all tables/table accessories and chairs in the Atrium.
* Wipe walls/baseboards/spot wipes floor in Café.
* Dusts, vacuums and mops floors in the Manor entrance.
* Empty garbage/recycling/ restocking Family Room.
* Dusts, vacuums, cleans surfaces in Link area.

**General Expectations*** Ability to work independently or with minimal supervision.
* Ability to organize the work day accordingly.
* Check all items on the housekeeping cart at the end of the shift and replenish as necessary, depending on shift being worked.
* In all cases where it is observed that a resident is not being treated with respect and dignity the incident must be recorded and reported to the Department Leader. In matters where the resident may be at risk report this immediately to the Manor Client Services Manager or Department Leader – in that order.
* Maintain respectful relationships with team members as well as NHC Manor residents
* Frequently required to stand, walk, bend, lift, carry and stoop.
* Required to use hands to handle objects.
* Occasionally required to do light lifting (up to 30 lbs.).
* Hazards may include, but are not limited to, falling, slipping and tripping.
* Know the procedures for handling or managing chemical injuries.
* Know the procedures to for filing any injury claims including internal reports as well as reports to WCB Manitoba.
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| **General Requirements:**  | 1. To act in accordance with Niverville Heritage Centre Values, Policies and Procedures at all times.
2. To attend meetings and training and development as required.
3. To maintain confidentiality at all times.
4. To carry out any reasonable and additional duties as requested.
5. To attend occasional evening meetings with committees as required. To be aware of all WHMIS guidelines.
6. To be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba.
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