

POSITION DESCRIPTION

POSITION TITLE:	NHC Weekend Custodian
REPORTS TO:	Housekeeping Department Leader
CLASSIFICATION:	Part Time PTE: 0.4, 16 hours per week, S/S
PROBATION:	90 Days
BENEFITS:	

POSITION SUMMARY

Weekend Custodial members are responsible for the cleanliness of various public areas in the Niverville Heritage Centre on a weekend basis.

Key Objectives:	<ul style="list-style-type: none"> • Work in a manner that respects the home of the residents where we have a privilege of working in. • 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:	<p>Knowledge, Skills & Certifications</p> <ul style="list-style-type: none"> • 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.
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Duties	<p>Public Areas, Kitchen & Restaurant, Upper Level Café, Atrium</p> <ul style="list-style-type: none"> • Empty all garbage and recycling in public areas in a sanitary manner. • General cleaning of public washrooms, entrance ways & employee areas and following the procedures and expectations as required for each area as outlined. <ul style="list-style-type: none"> ○ Sanitizing all surfaces in washrooms. ○ Wiping down walls in public areas as needed. ○ Cleaning glass on all doors ○ Cleaning, Vacuuming elevator. ○ Vacuuming, mopping, cleaning glass in entrance ways. ○ Using floor scrubber for bigger areas such as Kitchen, Atrium, Café ○ Cleaning garbage containers as needed, inside and out. ○ Cleaning NHC Manor Entrance if needed. ○ Cleaning boardroom if used for an event the previous day. • Follow the weekend cleaning schedule. • 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. • Assist Event or Housekeeping team members, if needed.
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	<p>General Expectations</p> <ul style="list-style-type: none"> • Must be available for specifically Saturday & Sunday shifts. • The ability to work independently or with minimal supervision. • Ability to organize the work day accordingly. • Maintain respectful relationships with team members as well as NHC Manor residents. • Check all items on the housekeeping cart at the end of the shift and replenish as necessary. • 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. • 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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<p>General Requirements:</p>	<ol style="list-style-type: none"> 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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