

# Housekeeping Aide

Job ID.  
**4.03**

Dept. ID.  
4.00

Dept.  
Housekeeping

Reports to  
Housekeeping Supervisor

Job Classification  
Regular Full Time  
Regular Part Time  
Casual

## POSITION SUMMARY

To assist with general housekeeping duties and ensure a high standard of housekeeping in the Meridian Housing Foundation Lodge

## DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

- Performs general housekeeping duties including cleaning bathrooms, dusting, vacuuming, bed making, sanitizing, dust mopping, and washing floors
- Performs deep cleaning duties such as wall washing, moving, and cleaning behind furniture
- Collects and launders laundry and deals with contaminated laundry
- Follows and documents duty tracking sheets
- Checks on residents absent for meals and assists residents to dining area as needed
- Delivers sick trays as requested
- Documents all necessary information in communication binder
- Completes general housekeeping tasks to support department
- Participates in workplace inspections, department record keeping and creating safe work practices
- Assists residents requiring help

## SAFETY RESPONSIBILITIES

- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules, and legislation

## DRESS CODE

- Casual attire; uniforms are acceptable
- Flat, non-slip, closed-toed shoes or runners (crocs, or any version of, are not permitted)
- Hair must be tied back and away from the face
- Housekeeping smocks will be provided
- Aprons will be provided when in the kitchen

## ABILITIES, SKILLS AND EXPERIENCE

- Ability to endure frequent periods of walking, standing, kneeling, crouching and reaching with hands and arms
- Ability to lift and/or move up to 25 pounds
- Strong organization skills
- Strong people skills
- Excellent verbal and written communication skills

- Strong ability to understand written and spoken instruction
- Skilled at problem solving
- Ability to complete reports, forms and correspondences
- Knowledge of cleaning solutions and products
- Experienced in Housekeeping in a Manor setting (Self-Contained units)
- Observant, able to detect changes in resident behavior, health or appearance
- Ability to constantly improve and learn
- Ability to work independently or on a team
- Approachable and friendly demeanor
- Flexibility, enthusiasm and a positive attitude
- High standard of hygiene and personal appearance
- Desire to work with seniors

### **MINIMUM QUALIFICATIONS**

One month related experience and/or training; or equivalent of education and experience