

# Night Aide Laundry

Job ID.  
**4.05**

Dept. ID.  
4.00

Dept.  
Housekeeping

Reports to  
Housekeeping Supervisor

Job Classification  
Regular Full Time  
Regular Part Time  
Casual

## POSITION SUMMARY

To assist with Laundry duties and other general housekeeping duties; to assist with resident safety if required

## DUTIES AND RESPONSIBILITIES

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

- Locks doors and activated alarms
- Completes laundry duties for facility and residents
- Stocks all linen rooms and monitors stock rotation
- Assesses emergency situations and follows chain of command when required
- Completes resident night checks
- Finds replacement staff when necessary
- Cleans laundry areas and follows monthly cleaning schedule
- Completes inventory count
- Informs supervisor of any maintenance issues
- 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 ability to understand written and spoken instruction
- Strong people skills
- Superior customer service skills
- Ability to complete reports, forms and correspondences
- Experienced in Housekeeping in a Lodge setting
- Ability to constantly improve and learn
- Ability to work independently or on a team
- Flexibility, enthusiasm and a positive attitude
- Desire to work with seniors

## **MINIMUM QUALIFICATIONS**

- High school education; or
- Three to six months related experience and/or training
- Standard First Aid training