Winchester District Memorial Hospital

# VACANCY POSTING

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| **Vacancy:** | Housekeeping Attendant |
| **Description of Position:** | Casual |
| **Number of Vacancies:** | 1 Position |
| **Unit:** | Building Services |
| **Employee Group:** | CUPE Services |
| **Wage Grid:** | $26.68 - $27.64 |
| **Shift Work:** | Yes |
| **Weekend Work:** | Yes |

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| **Reference Number:** | #26-176 CAS HSKP |

*Please note: This posting is for an existing vacancy*

## ROLES AND RESPONSIBILITIES

**PATIENT SAFETY**

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

**SUMMARY OF POSITION:**

Reporting directly to the Manager, Building Services, the Housekeeping Services Attendant cleans and services areas to ensure the safety, health and morale of patients, visitors, and employees by helping to provide a clean, attractive, safe environment with minimal interference to others.

## NATURE AND SCOPE OF WORK

- Sweeps, mops, wet-washes, and buff floors
- Strips or scrubs and refinishes floors when assigned
- Vacuums, spot cleans and/or shampoos carpets when assigned
- Polishes metal or other bright surfaces
- Cleans vertical and horizontal surfaces that collect dust
- Collects and transports refuse, cleans and reline refuse containers with plastic bags
- Cleans tops of windows, door frames, door hardware, and other high places, using a six-foot ladder when necessary
- Washes sinks and other plumbing fixtures and replaces disposables such as paper towel, soap and toilet paper
- Dusts, cleans, and polishes furniture, including beds
- Completes all cleaning, bed making, and preparation of discharge and transfer units

- Utilizes detergents, disinfectants, polishes, finishes etc. according to approved formulas, safety practice and following WHMIS 2015 guidelines
- Joins a labour pool in case of fire, disaster, or special projects
- Uses automated equipment such as floor machines, automatic scrubbers, vacuums etc.
- Changes cubicle, curtains, drapes, window coverings and blinds
- Washes walls and ceilings
- Moves furniture, beds, supplies etc.
- Keeps assigned workstation and all equipment used neat and clean
- Collects and transports soiled linen, cleans, and disinfects soiled linen handing carts
- Cleans wheelchairs, commodes, I/V poles, stretchers, feeder chairs, fans, lights, etc.
- Completes all assigned work according to Departmental Policies and Procedures
- Require some handling of infectious material and handling of biologically unclean materials using approved Infection Control Policies and Procedures
- Changes and/or cleans area mats and slush mats
- May be required to wallpaper as directed
- Uses safety protective equipment/devices as required
- Launders linen items that cannot be sent out to the Central Linen Service
- Delivers clean linen to assigned areas following established quotas and provides additional linen requirements to assigned areas as required
- Places linen orders with the Central Linen Order following established quotas
- Labels hospital linen as required with the hospital identification
- Patient Safety
- Treats each patient, visitor, and employee with compassion and courtesy
- Attends meetings and training sessions as required
- Performs other general duties as assigned by Manager, Building Services

## QUALIFICATIONS

- Completion of Grade 10
- Previous experience in institutional cleaning
- Ability to do heavy physical work
- Ability to read written instruction, comprehend verbal instructions and to take and understand directions
- Ability to use 16 or 24 oz. mop, lift and carry up to five-gallon buckets of water for short distances and lesser weights for longer distances
- Ability to use automated cleaning equipment
- Ability to relate well with patients, members of the health care team and the general public
- Ability to turn, reach, stop, and crouch while performing tasks such as scouring, damp dusting, mopping and cleaning
- Good attendance and availability
- Ability to climb and work on a six-foot step ladder
- Ability to have frequent contact with water and cleaning disinfecting products

## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

***Our Commitment***

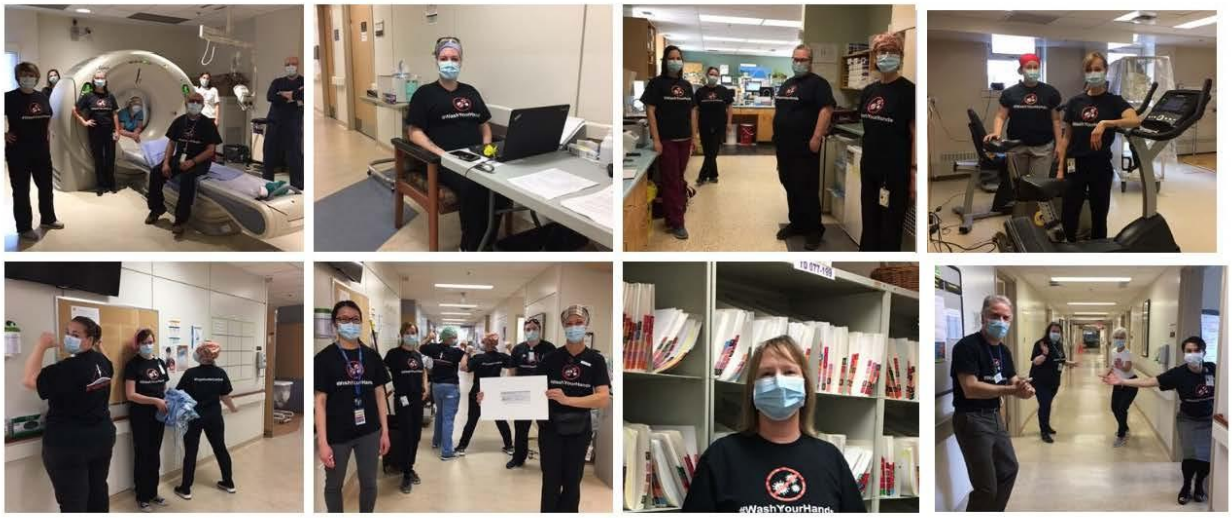
*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

## APPLICATION INFORMATION

Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at: **hresources@wdmh.on.ca** **At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH. Accommodations are available on request for candidates taking part in all aspects of the selection process.** We appreciate interest from all candidates, however only those selected for an interview will be contacted.



# JOIN OUR TEAM

## We are #WDMH Proud!

Winchester District Memorial Hospital (WDMH) has an award-winning reputation for compassionate excellence because we know that exceptional care involves more than good medicine.

- Our high patient satisfaction rates speak to our commitment to compassionate excellence and patient-centred care.
- We have been awarded Exemplary Standing from Accreditation Canada.
- We are One Team – with 1,000 staff, physicians, volunteers, and learners – all dedicated to providing the very best care close to home.
- We have fun! From Commitment Awards to door decorating contests, there is always something happening at WDMH to celebrate our team.
- WDMH provides an inclusive and welcoming place to shine, be recognized and feel valued. There are opportunities to advance and excel in your work and your career. Come join us!

## Get to Know Winchester District Memorial Hospital

WDMH is a rural teaching hospital just south of Ottawa. We care for our local communities from childbirth to seniors' care – and are a hub site for cancer care, dialysis and cataract surgery.

WDMH has a 24/7 Emergency Department and Diagnostic Imaging services, including digital mammography and CT scans. Day surgery and specialty clinics, with visiting specialists from Ottawa hospitals, mean that patients can receive care without travelling to the city. And we are committed to education and research.

For more details, visit www.wdmh.on.ca.

## Get to Know Our Region

- Rural and suburban lifestyle
- Reasonable driving distance to bigger cities like Ottawa, Montreal, and the border to the United States
- Driving distance to St. Lawrence and Rideau water systems
- Lower housing costs with bigger lot sizes and local parks, open spaces and hiking trails
- Smaller schools
- Large variety of rural community and agri-tourism events

For more details, visit www.northdundas.com.

