

# DOM LIPA

## Housekeeping Attendant - Job Description

---

### Title

Housekeeping Attendant

### Reports To

Facilities Care Coordinator

### Summary

The Housekeeping attendant is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that the health care facility is maintained in a healthy, safe and sanitary manner. The incumbent will be responsible for cleaning assigned areas by washing furnishings, floors and equipment with special cleaning solutions and disinfectants to prevent the spread of disease and to ensure a clean environment throughout the facility. The housekeeping attendant will be required to use standardized health and safety procedures to deal with potentially hazardous materials and waste.

### Core Competencies

- Accountability
- Adaptability
- Communication
- Critical Thinking
- Planning and Organizing
- Problem Solving
- Service Orientation
- Teamwork

### Job Duties

- Clean resident rooms ensuring proper disinfectant procedures are followed
- Clean common areas including waiting rooms, bathrooms, lobbies, office areas, etc.
- Remove soiled linens
- Remove trash ensuring hazardous items are disposed of properly
- Wash and buff floors with floor scrubber and buffing machine
- Vacuum all carpeted areas
- Dust all furniture and fixtures
- Replenish toilet tissue, paper towels and soap as needed
- Report damages and acts of vandalism
- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies as needed
- Make note of the need for equipment repairs
- Perform minor repairs on windows, doors, switches, desks, tables, equipment, sinks, toilets, blinds etc.
- Monitor the need for equipment maintenance and repairs
- Any other duties as assigned

# DOM LIPA

## Requirements

- High school diploma or equivalent required
- Five(5) years of previous housekeeping experience, preferably in Health Care
- Highly motivated, organized and able to work independently, with minimal supervision and be able to problem solve
- Must safely operate floor washing machine, buffing machine and other equipment
- Ability to multi-task and establish priorities
- Must be able to follow verbal and written instructions
- Strong attention to detail
- Must have excellent customer service skills and be able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Willing to provide a service that enhances the dignity and respects the cultural and racial diversity of our residents
- Ability to communicate in Slovenian, an asset
- Must have knowledge of and comply with MOHLTC and RHRA standards and regulations
- Must follow PIDAC guidelines and Best Practices
- Must have completed WHMIS training, understand MSDS and follow Safe Work Procedures
- Must participate in all on-going education as provided by Dom Lipa
- Must complete all assigned annual mandatory education as required by the MOH and RHRA

## Work Conditions

- Physical ability to lift up to 25 lbs.
- Standing, walking, bending and twisting for extended periods of time
- Use of appropriate personal protective equipment is required
- Hazards associated with the use of equipment
- Exposure to chemicals and infectious waste, infectious diseases, conditions and illnesses
- Interacts with residents, family members, staff, visitors, government agencies and personnel and other stressful situations

### To Apply:

Interested candidates should forward their resume in confidence to [info@domlipa.ca](mailto:info@domlipa.ca)

*Accessibility accommodations available upon request to ensure support throughout the recruitment process, employee onboarding and employment experience. Please do not hesitate to ask should you require any accommodations.*

*We thank all applicants for their interest. Please note that only candidates whose qualifications and experience match the required skills for the position will be selected and contacted for an interview.*