

 <b>GEORGE DERBY CENTRE</b>	<b>Position:</b> <b>Building Service Worker</b>	
	<b>Department:</b> Support Services	<b>Reporting To:</b> Manager, Support Services

## Job Summary

Under the general supervision of the Manager or Support Services Supervisor, performs variety of heavy and light cleaning duties such as: sweeping, wet mopping, vacuuming, scrubbing, buffing, and polishing floors, bed stripping, bed washing, bed making, and dusting washing walls, windows, and ceilings.

## JOB DUTIES:

1. Cleans and disinfects floors, walls, hallways, stairways, windows, ceilings, furniture, fixtures, equipment, refrigerators, and wheelchairs by such methods as sweeping, spot washing and damp mopping.
2. Mops, buffs, scrubs, polish and maintain floor areas.
3. Cleans carpets and rugs by methods such as vacuuming, shampooing, brushing, and shaking.
4. Washes and disinfects refuse receptacles, cleans mats and garbage cans.
5. Dusts, wipes, and polishes furniture, woodwork, ledges, fixtures, and blinds.
6. Cleans and disinfects washrooms and replenishes items such as soap and towels.
7. Strips, washes beds and mattresses and makes beds; cleans and tidies cupboards, lockers, shelves, basins, and tables; hangs and removes drapes.
8. In accordance with George Derby Centre Gentle care philosophy, interacts with residents to support meal and activities services as required.
9. Picks up waste and transports it for disposal in compactor and/or incinerator.
10. Locks windows and doors following facility security procedures.
11. Operates a variety of equipment such as: buffers, scrubbers, burnishers, carpet extractors, shampooers, pressure washers, vacuums, and waste compactor.
12. Transports furniture and/or equipment manually and/or using aides such as dollies and carts.
13. Clears snow from stairways, walkways and building entrances as required.

14. Maintains work related equipment by cleaning, lubricating, replacing items such as filter bags and belts, and other minor equipment maintenance functions.
15. Actively promotes a culture of resident safety by adhering to established safety policies, standards and procedures including emergency procedures.
16. Reports hazards, unusual occurrences, accidents, and unsafe situations to immediate supervisor or designate.
17. Performs other related duties as assigned.

**SAFETY RESPONSIBILITIES:**

1. Demonstrates a commitment to communicating, improving, and adhering to safety policies in the work environment.
2. Reports all incidents and near misses. Reports are to be made in writing.
3. Report all concerns related to resident behaviours, even if no incident/injury occurs. Reports are to be made in writing.
4. Follow safe work procedures and act safely in the workplace at all times.
5. Actively participate in all training provided to you for your safety.

**QUALIFICATIONS:**

**Education, Training and Experience**

Grade 10 or an equivalent combination of education, training, and experience.

**Skills and Abilities**

Ability to communicate effectively both verbally and in writing.

Ability to deal with others effectively.

Ability to organize work.

Ability to operated related equipment.

Physical ability to carry out the duties of the position.

**CONTACT:**

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