

**1. IDENTIFICATION**

<b>Position No.</b> See Appendix	<b>Job Title</b> Housekeeper	<b>Supervisor's Position</b> See Appendix	
<b>Department</b> Health	<b>Division/Region</b> See Appendix	<b>Community</b> See Appendix	<b>Location</b> See Appendix
<b>Fin. Code:</b>			

**2. PURPOSE**

<b>Main reason why the position exists, within what context and what the overall end result is.</b> The Housekeeper provides general housekeeping, laundry, and linen services to ensure the cleanliness and tidiness of the facility to improve appearance and reduce the risk of infection and disease.
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**3. SCOPE**

<b>Describe in what way the position contributes to and impacts on the organization.</b> The Housekeeper is responsible for the day-to-day housekeeping and laundry of the facility. Housekeeping and laundry duties are provided for the patients, and other workers as assigned. The position has a direct impact on the public's eye on cleanliness, appearance and overall health of the facility.  Weekend shifts are a requirement of the position. This position requires shift work, including weekends and statutory holidays as the facility operates on a 24/7 basis year round.
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**4. RESPONSIBILITIES**

<b>Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.</b> <b>1. Maintains general cleanliness and tidiness of the facility to improve appearance and reduce risk of disease by:</b> <u>Main Activities:</u> <ul style="list-style-type: none"> <li>• Sweeping, vacuuming, and shampooing carpets, upholstery, and floors</li> <li>• Dusting and polishing furniture, ledges, fittings, and counter tops in resident's rooms, offices, clinic, and public areas</li> <li>• Cleaning and disinfecting patient beds, lockers, furniture, equipment, and ledges in patient rooms, as necessary and following discharge;</li> <li>• Emptying waste baskets and removing refuse to outside dumpster</li> <li>• Cleaning inside of windows</li> <li>• Cleaning sinks, bathtubs, toilets, bathroom fixtures, mirrors, etc.</li> <li>• Cleaning and disinfecting thermometers, instrument trays, etc. in clinic</li> <li>• Maintaining supplies in bathroom and patient areas</li> <li>• Strips and makes up patient beds following discharge</li> </ul>
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**2. Provides laundry services.**Main Activities:

- Washing, ironing, folding and repairing linens. Does simple sewing as required.
- Keeping laundry and linen cupboard clean, neat, and tidy;
- Informing supervisor of the need to order/replace linen and bedding, etc.

**3. Performs other related duties as required.**Main Activities:

- Remaining alert to patient safety
- Maintaining laundry supplies
- Keeping areas tidy
- May be required to prepare/reheat foods for patients and clean up after meals
- In unusual circumstances may assist with resident care- at the direction of the SHP and following strict Infection Control Protocols, may be required to assist with patient transport and preparation of the dead
- Interpreting as needed
- May perform resident care and dietary duties to ensure efficient operation of the facility
- Performs other duties as required

**5. KNOWLEDGE, SKILLS AND ABILITIES**

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Completion of Grade 8
- At least 1 year of housekeeping and/or laundry experience in commercial or institutional setting is preferred
- WHMIS training will be provided if not already completed
- Basic housekeeping skills
- Fluency in Inuktitut/Inuinnaqtun and English (written and verbal)
- Driver's license is preferred
- Maturity – sense of responsibility and confidentiality
- Willingness to be flexible
- This is a Highly Sensitive Position. Criminal and Vulnerable Sector Checks are required.

**6. WORKING CONDITIONS**

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

**Physical Demands**

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- Frequent lifting of moderately heavy equipment and other objects
- May be required to assist in lifting/transferring residents
- Frequent bending, stooping and standing for long periods may be required
- Significant physical exertion is a normal requirement of the position

**Environmental Conditions**

<p>Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.</p> <ul style="list-style-type: none"> <li>Exposure to infectious diseases, hazardous and/or toxic substances</li> </ul>
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**Sensory Demands**

<p>Indicate the nature of demands on the jobholder’s senses to make judgements through touch, smell, and sight and hearing, and judge speed and accuracy.</p> <ul style="list-style-type: none"> <li>Smelling and touching cleaning products</li> </ul>
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**Mental Demands**

<p>Indicate conditions that may lead to mental or emotional fatigue.</p> <ul style="list-style-type: none"> <li>Cleaning areas where seriously ill or injured residents have been admitted can be stressful. Incumbent would be responsible for cleaning blood and vomit.</li> <li>Stress can result from direct exposure to death, illness, and serious injury.</li> </ul>
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**7. CERTIFICATION**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p><b>Registered Nurse, Manager</b> _____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

## 9. Appendix A – List of Positions and Corresponding Information

Community	Position	Supervisor	Freebalance Code
Arctic Bay	04818	04790	10601-01-2-200-1000000-01
Arviat	05872	05549	10613-01-3-300-1000000-01
Arviat	10-New	05549	10613-01-3-300-1000000-01
Baker Lake	05571	05550	10614-01-3-305-1000000-01
Baker Lake	10-New	05550	10614-01-3-305-1000000-01
Cambridge Bay	11572	11858	10655-01-4-410-1000000-01
Cambridge Bay	11663	11858	10655-01-4-410-1000000-01
Cambridge Bay	08363	05526	10655-01-4-410-1000000-01
Cape Dorset	04812	04785	10602-01-2-210-1000000-01
Chesterfield Inlet	10-New	05546	10615-01-3-310-1000000-01
Clyde River	04808	04779	10603-01-2-215-1000000-01
Coral Harbour	08382	05548	10616-01-3-315-1000000-01
Gjoa Haven	12467	12216	10628-01-4-415-1000000-01
Gjoa Haven	12473	12216	10628-01-4-415-1000000-01
Gjoa Haven	08365	05528	10622-01-4-415-1000000-01
Igloolik	04813	04786	10606-01-2-230-1000000-01
Kimmirut	04811	04784	10607-01-2-240-1000000-01
Kugaaruk	10169	05530	10623-01-4-425-1000000-01
Kugluktuk	08364	05527	10624-01-4-420-1000000-01
Pangnirtung	10495	04783	10609-01-2-250-1000000-01
Nauyasat	08830	05551	10618-01-3-325-1000000-01
Pangnirtung	04810	04783	10609-01-2-250-1000000-01
Pangnirtung	10-New	04783	10609-01-2-250-1000000-01
Pond Inlet	08283	04789	10610-01-2-255-1000000-01
Pond Inlet	04817	04789	10610-01-2-255-1000000-01
Qikiqtarjuaq	04809	04782	10611-01-2-205-1000000-01
Rankin Inlet	11688	11574	10655-01-3-320-1000000-01
Rankin Inlet	11687	11574	10652-01-3-320-1000000-01
Rankin Inlet	05572	11574	10655-01-3-320-1000000-01
Resolute Bay	04816	04788	10612-01-2-260-1000000-01
Sanikiluaq	08356	05547	10619-01-3-265-1000000-01
Taloyoak	08368	05531	10625-01-4-430-1000000-01
Whale Cove	10-New	05545	10620-01-3-330-1000000-01