



## **POSITION DESCRIPTION**

**POSITION TITLE:** Housekeeper  
**REPORTS TO:** Facilities Manager  
**REMUNERATION:** Full Time Salary/Casual

### **Primary Function of the Position**

Hospice Halifax is a community of compassion and care dedicated to providing the best end of life possible for patients and their families. In accordance with Hospice plans and policies, the Housekeeper will work in partnership with the Care Team Assistants, Facilities Manager, volunteers and other Hospice staff to maintain a safe, clean and attractive environment for patients and their families.

### **Duties and Responsibilities:**

#### **Cleaning Duties:**

- General vacuuming, sweeping, mopping and cleaning the Hospice (patient rooms, common space, staff room, staff offices, kitchens, great room, meeting rooms, laundry areas, etc.) using appropriate supplies and equipment.
- Cleaning the patient, staff and public bathrooms, including sinks, toilets, showers, tubs, commodes and garbage.
- Cleaning walls, windows and dusting.
- Collecting garbage, recycling and waste, cleaning the compost room.
- Completing assigned scheduled cleaning.
- Replenishing supplies such as soap, paper towel, toilet tissue and gloves.
- Completing forms for damaged equipment, property and supplies.
- Preparing cleaning products by following proper procedures.
- In the absence of the Facilities Manager, assumes responsibility for meeting the laundry delivery truck and putting out the garbage/compost bins for pick up.
- Other duties as may be assigned for effective operation of the Hospice.

#### **Health and Safety:**

- Observes and practices safe work habits.
- Observes all rules and policies related to health and safety.
- Reports any safety hazards immediately to the Facilities Manager or CEO.
- Takes part in all safety programs provided (ie, Emergency Preparedness, WHMIS, Infection Control, Privacy/Confidentiality Training, Fire Safety, etc.).

### **Qualifications:**

- Grade 12 education or equivalent.

- Minimum 1 year experience in housekeeping/laundry duties in a long term care/small options facility.
- Mature, responsible individual with a strong desire to support the work of Hospice Halifax and become a dedicated staff team member.
- Desire to do what it takes to ensure a welcoming, clean and safe environment for patients and their families.
- Must be able to follow written or oral instructions.
- Good communication and interpersonal skills with a warm, compassionate and caring attitude.
- A positive attitude and the ability to be open-minded, resourceful and flexible in problem solving.
- Ability to work independently with a minimum of supervision and to participate as a fully cooperative team member.
- Organized, flexible and capable of operating related equipment.
- Physically able to perform the duties of the position. Must be able to safely lift 30 lbs.

**Additional Requirements of the Position**

- Provides housekeeping services in a caring and sensitive manner that respects the privacy and dignity of patients and loved ones.
- Accommodates any reasonable request involving housekeeping.
- Creates and maintains a physical environment that contributes to quality of life for people in care and their loved ones.
- Maintains positive resident/guest/team interactions by building a welcoming, helpful environment.
- Supports Hospice’s efforts at reducing waste by recycling/composting and/or donating surplus/unwanted supplies.
- Informs the Facilities Manager of housekeeping supply and equipment needs.
- Informs the Facilities Manager of housekeeping issues that require further follow-up or replacement and makes recommendations for a clean and attractive environment.
- Reports to the Facilities Manager on a daily basis, participates on committees as required and meets on occasion with the Hospice staff team.
- Participates in Hospice fundraising activities (i.e. Hike for Hospice, etc.).
- Positively represents Hospice to the community.
- Abides by all Hospice policies and maintains confidentiality of patient/family and Hospice information.

**STANDARDS OF PERFORMANCE:**

The Housekeeper must demonstrate ongoing competency and a commitment to continuous quality improvement in completing all duties and responsibilities as detailed in this job description, in accordance with all Hospice policies and approved plans.

**PERFORMANCE TARGETS:**

1. To fully satisfy the housekeeping needs of the facility and property by:
  - Proactively providing full housekeeping services as per Hospice standards.

- Providing services in a sensitive and caring manner that reflects the privacy and dignity of patients and their families
- Reporting regularly to the Facilities Manager and making recommendations for improvement.

2. To work as a committed member of the Hospice staff team by:

- Respecting and abiding by all Hospice policies, plans and decisions.
- Working in full cooperation with the Hospice staff, Board and volunteers and positively abiding by all management decisions.
- Maintaining confidentiality and honouring the Employee Code of Conduct.