

## VILLA CATHAY CARE HOME SOCIETY

### JOB DESCRIPTION

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JOB TITLE: Housekeeping Aide

Department: Support Services

Report to: Director of Support Services

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#### JOB SUMMARY:

Reporting to the Director of Support Services, the Housekeeping Aide will perform a variety of light cleaning duties. Such as sweeping, damp mopping floors, vacuuming carpets, dusting, and polishing furniture in accordance with our facility standards and WorkSafe BC Regulations. We strive to sustain a safe and sanitary residential care environment for all residents and employees.

#### KEY DUTIES AND RESPONSIBILITIES:

1. Cleans areas such as floors, stairways, walls, windows and walkways by methods such as sweeping, spot washing and damp mopping.
2. Cleans carpets and rugs by methods such as vacuuming, shampooing, brushing and shaking.
3. Cleans items such as furniture, woodwork, ledges, fixtures and blinds by methods such as dusting, polishing and wiping.
4. Cleans and disinfects washrooms and replenishes items such as soap, toilet paper, towels.
5. Cleans and tidies items such as cupboards, lockers, basins and tables; hangs and removes items such as drapes and bed curtains.
6. Empties and cleans waste containers and removes garbage from buildings.
7. Locks windows and doors following facility security procedures.
8. Reports damaged and/or inoperable fixtures and furniture.
9. Maintains related equipment by cleaning, lubricating and replacing items such as filter bags and belts.
10. Performs other related duties as assigned.

#### Qualifications:

- Grade 10 education plus one year recent experience in building maintenance (residential care facility preferred) or equivalent combination of education, training, and experience.

Skills and Ability:

- Knowledge in safe practice in the use of housekeeping equipment and appliances.
- Ability to communicate effectively both verbally and in writing.
- Ability to collaborate with others and to contribute to a team environment
- Physical ability to carry out the duties of the position
- Ability to organize and prioritize work
- Ability to operate related equipment
- Ability to learn and be open-minded