

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MACASSA & WENTWORTH LODGE – HOUSEKEEPING/LAUNDRY - LOCATION – 701 UPPER SHERMAN AVE., HAMILTON & 41 SOUTH ST. W., DUNDAS)

CLEANER/PORTER - CUPE 5167 (LODGES UNIT)

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Director of Building Services at Macassa Lodge and Wentworth Lodge, performs cleaning, portering and room set-ups at the Lodges.

GENERAL DUTIES

Clean and operate equipment such as scrubbing machines, buffers, carpet/furniture cleaners, wet/dry vacuums, can washer and pressure washers.

Transport garbage, recycling, compost, and soiled laundry to processing areas

Pick-up/sweep debris from parking lots, patios and balconies.

Dry mop and wet mop floors, set up caution signs.

Move furnishings such as hospital beds, filing cabinets, lockers, and desks.

Responsible for distributing/portering supplies to various areas/section.

Set up rooms for special functions according to work orders and floor plans. Must be able to read work orders and floor plans to coordinate with special meetings and functions.

Transport and place residents' furnishings.

Refinish floors including scrubbing, stripping, top-coating and finishing.

Vacuum and extract carpets and furniture.

Clean walls, stairs, and furnishings which may involve the use of a step-ladder.

Clean windows, doors, elevators and window blinds using stepladders.

Clean and disinfect washrooms, resident rooms, offices, kitchens, storage rooms, and common areas.

Remove and re-hang drapes, privacy curtains and window blinds which may involve the use of a step-ladder.

Respond to emergency evacuations by transporting residents.

Respond to emergency floods and spills for clean-up.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous cleaning experience normally acquired through a combination of education and relevant work experience. Previous cleaning experience in a health-care setting preferred.
2. Demonstrated ability to operate equipment such as auto scrubbing machines, buffers, carpet/furniture cleaners, pressure washers and can washers.
3. Physically capable of lifting up to 20 kg, and pushing/pulling force up to 20 kg, as well as, moving hospital beds, 95 gallon recycling totes, filing cabinets, speciality mattresses and desks.
4. Physically capable of and previous experience with refinishing floors including scrubbing, stripping, top-coating and finishing.
5. Physically capable of cleaning windows and window blinds, walls, stairs, elevators and furnishings which may involve the use of stepladders.
6. Self-motivated, self-directed worker who requires minimal supervision with the ability to multi-task duties and work under pressure.
7. Respectful of confidentiality at all times with a demonstrated ability to communicate clearly and relate to peers and seniors in a Long-Term Care facility in a professional and respectful manner.
8. Ability to read work orders and floor plans for special meetings and functions.
9. Demonstrated knowledge of cleaning methods, materials and equipment.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
