

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (WENTWORTH LODGE – BUILDING SERVICES - LOCATION – 41 SOUTH ST. W., DUNDAS)

RECEIVER/CLEANER - 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

Reports to the Director of Building Services at Wentworth Lodge. Receives and delivers goods ordered; disposes of garbage; performs general housekeeping duties.

GENERAL DUTIES

Receive, check, deliver, and store supplies and materials, including all food orders according to standard receiving procedures. Monitor inventory.

Receive and deliver as per pre-determined quotas all Continence products.

Store items and supplies for other departments as required

Store deliveries in the food service department according to standard storage protocols and procedures.

Store items and supplies for other departments as required.

Collect and dispose of waste and recycling; clean and disinfect containers.

Complete all vacancy cleans.

Complete all resident transfers. Assist families with receiving and transporting residents' furniture and belongings as required.

Operate equipment such as scrubbing machines, buffers, carpet/furniture cleaner, wet/dry vacuums, can washer and pressure washers.

Pick up heavy garbage and disposes of it into disposal bin. Separate for recycling.

Sweep debris from parking lots, patios and balconies.

Dry and wet mops floors, set up caution signs.

Move and dismantle larger furniture such as hospital beds, filing cabinets, lockers, scaffolding and desks. Relocate furniture from one place to another as required.

Must be able to read/decipher work orders and floor plans to coordinate with special meetings and functions.

Set-up and clear for special events and activities in Atrium.

Remove and re-hang draperies and privacy curtains.

Check and stock bar room refrigerator.

Report maintenance deficiencies.

Clean walls, doors, light fixtures, ceilings, windows, wheelchairs, kitchen mats and stove hoods with cleansers and chemicals.

Treat/spray furniture for insects.

Operate power sprayer. Strip, machine wash, refinish and buff floors.

Vacuum and shampoo carpets and furniture.

Receive and answer inquiries from staff, residents and suppliers.

Clear entrances and walkways by sweeping, sanding, salting and shovelling.

Respond to emergency evacuations by transporting able and disabled persons.

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 in a Health Care environment. Receiving experience would be an asset.
2. Knowledge of inventory control of various supplies/products.
3. Working knowledge of the Ontario Occupational Health and Safety Act, together with working knowledge of WHMIS data sheets relating to cleaning products.
4. Demonstrated ability to operate equipment such as auto scrubbing machines, buffers, carpet/furniture cleaners, pressure washers and can washers.
5. Must be physically capable of lifting up to 20 kg, and pushing/pulling force up to 20 kg .
6. Must be physically capable of moving hospital beds, 95 gallon recycling totes, filing cabinets, speciality mattresses and desks.
7. Demonstrated ability to communicate clearly and relate to peers and seniors in a Long-Term Care facility.
8. Ability to relate well with all types of people both within and outside the Lodges.
9. Must be able to read work orders and floor plans for special meetings and functions.

10. Demonstrated knowledge of cleaning methods, materials and equipment.

11. Ability to read and understand written and verbal instructions.

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