



Position Description

Position Title: Housekeeper

Program: Residential Program: 10-suite Hospice Residence

Date Established: September 2009

Reports to: Hospice Residence Care Team Leader

Position Overview:

The Housekeeper is responsible to maintain a clean and attractive environment at the Hospice Residence. Housekeeping will be provided in a caring and sensitive manner that respects the privacy and dignity of people in care and their loved ones. Care team members will demonstrate the desire and attitudes necessary to build a supportive team environment.

Key Responsibilities

- Provides duties consistent with the Society's vision, mission, values, policies and procedures
- Creates and maintains a physical environment that contributes to quality of life for people in care and their loved ones
- Follow written job flow on daily basis to ensure cleanliness and sanitation of all parts of the building
- Responsible for laundry on the day shift with assistance of care team members
- Assists the Clinical Team Leader in the maintenance of equipment and furnishings
- Responsible for ordering and stocking housekeeping supplies

Qualifications: Training & Experience

- Custodial Worker Training and experience
- WHMIS Certification required
- Direct experience in care related to end-of-life care an asset

Skills and Abilities

- Excellent communication skills
- Ability to work effectively in a team environment
- Organizational and time management abilities
- Physically able to perform the duties of the position:
 - Ability to constantly lift, pull, carry and/or push objects weighing up to 55 pounds
 - Ability to stand, kneel, walk, climb, crouch or bend for periods of time.
- Provides delivery and pick up services for the residential program as needed
- Effectively carries out a self-care plan