

## **HOSPICE CARE AVON MAITLAND (HCAM)**

**POSITION TITLE:** Hospice Housekeeper; Rotary Hospice Stratford Perth (RHSP)

**REPORTS TO:** Director of Residential Care

### **POSITION SUMMARY:**

The Hospice Housekeeper (HH) reports directly to the Director of Residential Care (DRC), and indirectly to the Executive Director (ED). The HH is responsible for the appearance and cleanliness of the hospice through the cleaning and sanitizing of surfaces with a variety of finishes using various cleaning chemicals, disinfectants, and equipment. The HH will also complete tasks related to building and grounds maintenance as delegated and will work with the DRC to connect with appropriate resources when the task is beyond the employee's expertise.

### **ESSENTIAL FUNCTIONS**

- Overseeing the cleanliness, maintenance and upkeep of various areas of the hospice including but not limited to reception, common areas, kitchen, administrative offices, restrooms and access to entrances.
- Assessing supply needs and reporting to DRC.
- Accountable to ensure all duties are completed in accordance with the highest standards of infection prevention and control and time management.
- Respecting privacy of the residents and their families and honoring possible exposure to confidential information.
- Attending relevant in-service training such as infection prevention and control and equipment/maintenance training.

### **JOB SPECIFICATIONS**

- Cleaning various areas of the hospice (including floors, walls, windows and ceilings)
- Sweeping, mopping, and vacuuming of all floors
- Operation of floor cleaning machine
- Dusting, washing and polishing furniture and fixtures
- Gathering and disposing of garbage and recycling
- Cleaning of administrative offices (dusting and vacuuming) when open
- Completing maintenance tasks such as filling water softener, shoveling and salting entrances, etc.

**PHYSICAL REQUIREMENTS**

- Manual dexterity and strength required to operate various equipment.
- Movement within limited spaces
- Perform repetitive movements
- Lift and carry up to 30 pounds from floor to waist; bend, kneel, crouch, reach; hold, grasp, carry and turn objects.
- Walking/Standing for long periods of time
- Exposed to variable temperatures (indoor/outdoor)
- Comfort working on ladders

**INTERPERSONAL SKILLS AND COMPETENCIES:**

- Follows privacy and confidentiality policies under the Personal Health Information Protection Act, (PHIPA)
- Must be fluent in speaking, reading and writing in the English language.
- Strong organization and planning skills.
- Ability to work with individuals from diverse backgrounds and cultures
- Ability to work with volunteers and hospice employees as a member of a team.
- Ability to represent the hospice in a professional manner always and must have an attitude of cooperation.
- Recognizes the impact of personal statements made by employees in the community about the hospice and refrains from making any disparaging remarks about the organization or its representatives either verbally or via social media.
- Flexibility to adapt routine and schedule to meet the changing needs of the hospice.

**NOTE:** This job description is not implied to be exhaustive. Employees may be requested to perform other related duties as assigned to meet the ongoing needs of RHSP.