



**Position Title:** Aide/Porter – Housekeeping  
**Position Status:** Part Time – Multiple Vacancies (4)  
**Rate of Pay:** \$22.43 - \$23.07 hourly  
**Posting No.:** 22-209  
**Posting Date:** August 10, 2022  
**Deadline to Apply:** Internal: August 2, 2022 External: Ongoing

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#### **Principal Position Duties and Responsibilities:**

- Carries out daily, weekly, monthly and scheduled long-term cleaning functions according to established standards
- Operates, cleans and cares for all small housekeeping equipment (burnisher, auto scrubbers, carpet extractor, air fresheners, chemical dispensing equipment, vacuums etc.)
- Maintains utility closets and replenishes supplies, cleaning products with appropriate WHMIS labels according to established standards
- Collects and properly disposes of refuse
- Collects and prepares for pickup of all hazardous and non-hazardous waste
- Maintains and cleans all applicable aspects of patient rooms washrooms, clinics, treatment rooms (beds, cribs, stretchers and other furnishings)
- Maintains and cleans all non-patient areas (lounges, nurses' stations etc.) according to established standards and procedures
- Maintains floors and carpets with effective use of dry and damp mopping and vacuuming
- Responds to emergency situations such as spills and floods
- Moves equipment/furniture and sets up rooms for activities/functions
- Cleans walls/vents/windows in designated areas according to schedule
- Transports clean and dirty linen to and from designated areas in a safe and efficient manner
- Required to adhere to all health and safety policies, procedures and provisions set up by management.
- Responsible for recognizing unsafe work practices and other potential hazards in the work area, and for reporting these situations to their supervisors.

#### **Position Qualifications:**

- Minimum Grade 12 education.
- Must demonstrate the ability to read, write, speak and follow written and verbal instructions in English.
- Must demonstrate the ability to exercise good judgement.
- Ability to perform a variety of physical duties including lifting, twisting, bending, walking and standing for long periods of time and carrying various items and weights up to 40 lbs.
- Must demonstrate the ability to provide excellent customer service.
- Must demonstrate an ability to maintain a co-operative working relationship with other members of the health care team.
- Excellent attendance record
- Must be able to work shifts, weekends and holidays
- Adherence to all health and safety policies, procedures and provisions and the recognition and reporting of unsafe hazards and work practices

#### **Hours of Work:**

Must be able to work shifts, weekends and holidays as required.

#### **How to Apply:**

Interested applicants must submit a **cover letter and updated resume** to the Human Resources Department by email. External: [ngghr@ngh.on.ca](mailto:ngghr@ngh.on.ca) referring to the above posting number.

In order to ensure equal opportunities during the recruitment and selection process, Norfolk General Hospital and Norfolk Hospital Nursing Home provides accommodations for applicants with disabilities, upon request.