Position Title: Environmental Services Aide – Laundry
Position Status: Part Time
Rate of Pay: $26.80 - $27.57 hourly
Posting No.: 26-168
Posting Date: October 8, 2026
Deadline to Apply: **Internal:** October 15, 2026 External: Until Filled

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Position Qualifications:

- Able to work co-operatively with other members of the health care team and work independently
- Excellent Attendance record
- Able to meet the physical demands of the position, including but not limited to lifting and climbing
- Must demonstrate an ability to provide excellent customer service
- Must demonstrate verbal and written communication skills
- Minimum Grade 12 education or equivalent
- Experience repairing linen and personal clothing (hand and machine sewing) and creating simple items without patterns (e.g. cart covers)
- Must be able to work in extreme heat and humidity

Principal Position Duties and Responsibilities:

- Deliver and accurately put away personal clothing at the nursing home
- Label all required hospital items and assist with labeling of personal clothing
- Initiate first load(s) of personal linen each morning.
- Assist with the folding of personal linen as time permits.
- Maintain back up linen levels in linen inventory room
- Communicate linen needs to contracted linen provider daily, based on established quotas but taking into consideration any special circumstances
- Working in conjunction with departmental Supervisor, linen provider customer service representative, and unit personnel, adjust quotas as required
- Regularly communicate with linen provider customer service representative to problem solve issues as they arise
- Trouble shoot linen shortages or other linen concerns on a daily basis
- Monitor floor for linen levels and stockpiling on a regular basis
- Assist with annual linen inventory
- Maintain levels of certain inventory items such as: lab coats, pillows, and slippers
- Maintain lost and found records and storage of items per policy.
- Keep work area clean
- 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.

- Able to navigate new counting system.
- Other duties as assigned

Hours of Work:
Must be able to work shifts, weekends and holidays as required. Current Schedule: Monday – Wednesday – 0730 to 1130; provide vacation/relief coverage as may be required

How to Apply:
Interested applicants must submit a **cover letter and updated resume** to the Human Resources Department by email at **nghhr@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.

Norfolk General Hospital and Norfolk Hospital Nursing Home thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.