

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL**

**INTERNAL JOB POSTING  
JOB POSTING  
CUPE 2023-50**

**DATE:** May 30, 2023

**DEPARTMENT:** ENVIRONMENTAL SERVICES

**POSITION:** ENVIRONMENTAL ASSISTANT 2  
PERMANENT FULL TIME

**SUMMARY OF DUTIES:**

Performs various cleaning functions, replenish supplies, transports material throughout the hospital and assists Environmental 1 staff, as required. All functions performed are to be carried out in a manner consistent with safety standards as defined by Departmental Policy and Legislation.

**CLEANING FUNCTIONS/HOUSEKEEPING INVENTORY:**

- Perform cleaning functions in assigned areas according to established schedules and prescribed methods or other duties as assigned by the Supervisor or designate.
- Responsible for cleanliness of all floors and stairs.
- Washes ceilings, walls, lights, windows and vents.
- Dry mops and wet mops floors, scrubs and buff floors, vacuum carpets, spot cleans and extract carpets, using the appropriate procedures and equipment.
- Cleaning bathtubs, toilets, sinks, fridge, drawers, waste-baskets, procedural trays, bedpans, urinals, equipment, shelves, etc.
- Changing linens, making and sanitizing beds and stretchers.
- Removes for laundering and replace clean cubical screens according to schedules or on an ad hoc basis.
- Pick up and dispose of all garbage, including bio-medical waste.
- Maintains an inventory of cleaning supplies, paper towels, toilet tissue, etc., in the supply cupboards, and order supplies on a weekly basis, as required.
- Replenish paper towels and toilet tissue in all areas cleaned, or as required.
- Assists with distribution of clean linen and collection of dirty linen.

- Completes in between and end of day (terminal) cleaning in Dialysis (Smiths Falls) and Completes end of day cleaning (terminal) in Operating rooms (Smiths Falls only) and Chemo Room (GWM)

**MAINTENANCE:**

- Assists Environmental 1 Staff as required.
- Performs other duties as assigned by the Supervisor or designate

**SAFETY/ENVIRONMENT:**

- Maintains a clean and safe environment for patients, visitors and other staff
- Follows Hospital and Department Health & Safety Policies
- Always wears or uses Personnel Protective Equipment (PPE) as directed or required.
- Reports all workplace hazards to Manager.

**MINIMUM REQUIREMENTS/ QUALIFICATIONS MUST HAVE:**

- Grade 12
- Must be available to work at both sites (Perth and Smiths Falls)
- Must have reliable transportation to commute to both sites (Perth and Smiths Falls)

**SALARY:** \$22.893-\$23.285-\$23.690-\$24.081

**SHIFTS:** Evenings and Weekends (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement).

Closing Date: June 5, 2023 at 4pm

**Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.**

**Applications shall be in writing via e-mail to [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca) stating the posting number.**