



NORTH RENFREW LONG-TERM CARE SERVICES INC.

POSITION DESCRIPTION

POSITION TITLE: Housekeeper/Dietary Aide

REPORTS TO: Dietary & Environmental Services Supervisor

POSITION SUMMARY:

As a member of a multi-disciplinary team, under the direction of the Dietary & Environmental Services Supervisor, you will promote healthy nutrition by providing nutritious foods and beverages to meet the mutually determined needs and desires of the resident/client and you will provide a clean, comfortable, home-like environment for the residents/clients.

DUTIES:

- Maintains confidentiality of all resident/client information;
- Participates in multi-disciplinary resident/client life-plan in consultation with the resident/client, family and members of the multi-disciplinary team, to ensure goals are based upon the residents'/clients' individual strengths and mutually determined needs and desires;
- Demonstrates interest in innovative approaches to resident / client focussed care and flexibility in work routines including active participation in the Eden Alternative Initiative;
- Dusts, mops, collects garbage, cleans, sanitizes washrooms, utility rooms, all contact surfaces and shelves;
- Cleans and disinfects hydrosound tub;
- Strips, waxes, polishes floors using floor polisher, vacuums and shampoos carpets;
- Carbolizes residents'/clients' beds;
- Changes light bulbs as required, using a ladder;
- Lifts and/or moves furniture as required to perform other duties;
- Requests assistance with moving heavy objects, i.e. resident/client beds, dressers, etc.;
- Ensures all housekeeping chemicals and supplies are secured in a locked cupboard;
- Monitors all furnishings for wear, stains and/or odour and reports findings to the Dietary & Environmental Services Supervisor;
- Wears protective devices as required, i.e. rubber gloves, safety glasses;
- Operates housekeeping equipment according to operating instructions, e.g. floor scrubber, floor polisher, vacuum cleaner, electric fans, electric cords and power bars, and reports any malfunctions to the Dietary & Environmental Services Supervisor;
- Operates dietary equipment according to operating instructions. e.g. meat slicer, gas range, dishwasher, food processor, etc. and reports any malfunctions to the Dietary & Environmental Services Supervisor;

- Cleans lawn/patio furniture;
- Assists residents/clients with activities of daily living as directed;
- Assists the Cook with food preparation and meal service;
- Performs the duties of substitute Cook as required;
- Demonstrates interest in innovative approaches to resident / client-focussed meal and housekeeping services and flexibility in work routines and schedules;
- Receives, stores, prepares and serves food, consistent with Public Health standards and current legislation;
- Uses dietary and housekeeping equipment according to operating instructions and reports any malfunction etc. immediately to Dietary & Environmental Services Supervisor.
- Communicates any changes in the posted menu to the residents/clients and informs about alternatives;
- Assists with feeding and/or assistive devices (plate guards, etc.) as mutually determined by the resident/client;
- Monitors plate returns to determine unpopular foods and/or need for a resident/client health assessment and reports to the Dietary supervisor in his/her absence, in writing, on the appropriate dietary form;
- Participates in special events for residents / clients, families, staff and community;
- Participates on Centre Committees, including but not limited to, infection control, Total Quality Management, occupational health and safety, education, WHMIS, policy and procedures, accreditation.

This position description reflects the general responsibilities of the Housekeeper/Dietary Aide but shall not be construed to be all of the duties in this position.

**THE NORTH RENFREW LONG-TERM CARE CENTRE
IS A SMOKE-FREE WORK PLACE.**

ALL EMPLOYEES ARE REQUIRED TO HAVE AN ANNUAL FLU SHOT.

**ALL EMPLOYEES ARE REQUIRED TO PROVIDE
A CLEAR CRIMINAL RECORD REPORT.**