



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Relief Caretaker - Custodian	
Position Number(s)	Community	Division/Region(s)
47-14702	Aklavik	Community Health Center Operations/Beaufort-Delta

PURPOSE OF THE POSITION

To undertake general housekeeping duties, laundry and care of linens at the Susie Husky Health Centre located in the Hamlet of Aklavik.

SCOPE

This position is located in the Susie Husky Community Health Centre, and is responsible for keeping the Community Health Centre clean.

RESPONSIBILITIES

1. Maintains General Cleanliness and Tidiness of the Community Health Centre, in Order to Reduce The Risk of Disease and Infection, and to Ensure the Clean and Neat Overall Appearance of the Health Centre.

- Sweeping, dusting, vacuuming, washing and polishing of floors and stairs; shampooing carpets and upholstery; cleaning clinic utility areas.
- Dusting and polishing furniture, ledges, fittings, sills, countertops in patient care areas, offices, clinic and public areas.
- Maintaining cleanliness and tidiness in kitchen (stove, fridge, cupboards).
- Cleaning and disinfecting patient beds, furniture and equipment as necessary.
- Cleaning storage/supply areas and disposing of useless items as instructed.
- Cleaning sinks bathtubs, toilets, and bathroom fixtures.
- Collecting and disposing of all garbage and emptying waste baskets.
- Cleaning, disinfecting and autoclaving instruments as instructed.

- Maintaining supplies in bathrooms and patient areas.
- Cleaning windows (inside and out) and washing walls and paint work on a rotating schedule.

2. Performs Other Housekeeping Tasks.

- Maintaining the transient apartment to ensure it is clean and ready for use.
- Ordering cleaning supplies as needed.
- Washing kitchen utensils and dishes when necessary.
- Participating in fire and disaster plans and drills.
- Washing laundry and keeping linen cupboard clean and neat.

3. Performs other related duties.

- Remaining alert to patient and staff safety, and assisting with patient care in unusual circumstances.
- Packing and unpacking supplies, moving furniture as required, and answering the telephone if needed.
- Ensuring all windows and doors can be opened and closed; keeping exits clear from obstruction, and cleaning snow and ice from all stairs and walks.

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

Bending, reaching, standing and walking, lifting, moving heavy objects

Housekeeping duties such as vacuuming, packing and unpacking supplies, washing windows and walls, and occasionally moving furniture, can lead to physical fatigue.

Environmental Conditions

Bending, reaching, standing and walking, lifting, moving heavy objects

Housekeeping duties such as vacuuming, packing and unpacking supplies, washing windows and walls, and occasionally moving furniture, can lead to physical fatigue.

Sensory Demands

Cleaning clinical areas where seriously ill or injured patients have been admitted (cleaning blood, vomit, etc.), can be stressful.

Exposure to the fumes of cleaning supplies used in carrying out general housekeeping duties (i.e. oven cleaner, etc.).

Mental Demands

High staff turnover of health care professionals, including the Nurse-in-Charge, can lead to mental fatigue.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic housekeeping skills.
- Responsible, mature person showing integrity, initiative, and the ability to plan and organize work (in order to work under minimal supervision).
- Basic English (able to read and write).

Typically, the above qualifications would be attained by.

Grade 8 education.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- French required
- French preferred
- French not required