**JOB DESCRIPTION**

**Position Title:** Cleaner

**Program/Location:** Renfrew County (Cobden, Eganville & Beachburg (other sites as required)

**Reports to:** Director, Renfrew County

**Role Summary:** The Cleaner performs various cleaning duties and assists in the day-to-day building operations. Evening hours required.

**POSITION REQUIREMENTS**

1. **Education**

* Secondary School completion to Grade 12.

1. **Professional Experience**

* Experience in commercial cleaning & general building upkeep
* Computer skills in basic word processing and spreadsheets
* Understanding of WHMIS
* Experience in using commercial cleaning equipment & chemicals

1. **Key Competencies**

* Ability to maintain harmonious working relationships
* Tact, diplomacy and discretion in dealing with co-workers, clients, other social service agencies and the community.

1. **Work Conditions**

* Extended periods walking & movement
* Period of bending and light lifting
* Occasional lifting and moving objects assisted with a device
* Evening hours, flexible work hours and occasional overtime
* Driver’s license and reliable vehicle
* Able to plan work around program events

**POSITION RESPONSIBILITIES**

**DAILY DUTIES**

Washrooms:

* clean and disinfect sinks, counters, mirrors, toilets, urinals door handles and dispensers, baby table
* replenish toilet paper, paper towels, hand soap, etc.
* spot clean walls, areas around dispensers
* dust mop, sweep and/or vacuum and damp mop floors

# Examination Rooms/ Lab/Treatment Rooms:

* clean and disinfect sinks and counters
* wash and disinfect examination tables, pillows
* clean and disinfect entrance door handles
* dry mop then wet mop
* disinfect door handles, light switches
* damp wipe all equipment arms/bases, computer, keyboards and phone
* apply clean table paper and pillow case, ensure extra supply in table
* replenish Kleenex, paper towels, hand soap

# Kitchen Staff Room, Board Room and Community Room

* clean and disinfect sinks, counters, tables, and chairs, phones
* wash off fronts of cupboards, dishwashers, fridges and microwaves (including insides
* dust mop, sweep and/or HEPA vacuum floors
* put out clean tea towels and dishcloth

**Entrances, Waiting Room, Reception and Office Areas:**

* dry and wet mop all entrances, boot trays
* spot clean walls
* clean and disinfect desks, countertops, waiting room chairs
* damp wipe light switches, telephones, door knobs and handles, computer, keyboards and phones
* clean windows, mirrors
* tidy magazines, book rack
* wash door and window

General:

* empty all wastebaskets, remove and dispose of garbage, clean and disinfect wastebasket. Garbage is to prepared for transfer to curb schedule to be consistent with the garbage and recycling criteria of the municipality
* vacuum rugs and entrance mats using HEPA- filter vacuum, mop entrances if required
* wash glass window at admin area
* stock paper products as required
* stock dispensers as required
* empty dehumidifier
* start dishwasher when full, and empty
* Clean and wash mat at the front entrance

Waiting Room:

* disinfect chairs daily
* vacuum entrance and hallway and waiting room

**WEEKLY DUTIES**

* mop and buff floors at entrances, in hallways and waiting area
* wet mop all rooms
* vacuum all area rugs and entrance mats
* dust all exposed desk surfaces, tables, credenzas and bookcases and window ledges
* spot wash walls, windows, and window ledges
* dust baseboards, blinds, light fixtures, ceiling vents
* vacuum chairs
* clean water dispensers/fountains, coffee maker,
* wipe off stove and fridge
* disinfect wash machineafter cleaning materials washed using hot water and ¾ cup javex
* Wipe off tops and sides of washing machine and dryer

**MONTHLY DUTIES**

* Dust light fixtures, signs, etc.
* Dust baseboards, light fixtures, signs, etc.
* dust/wipe all blinds
* wet mop and buff all floors
* dust tops of cabinets and appliances monthly as a minimum
* dust and mop furnace/recycling room

**QUARTERLY DUTIES**

* empty and clean refrigerator in the staff and community kitchen
* clean oven if needed

**ONGOING DUTIES**

* check and report on burnt out light bulbs
* check and report on items in need of repair
* clean water dispensers with vinegar/water
* use HEPA filter vacuum
* Follow PPE
* Ensure furnace room/recycling room is locked before leaving
* Make sure alarm is set and all exterior doors/windows are closed/ locked.
* Act as a backup Cleaner to provide cleaning for other ConnectWell buildings when necessary
* Other related duties as required

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in team and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

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Employee Signature Date

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Supervisor Signature Date