

# Women's College Hospital

**Competition #157.18****Position:** Environmental Partner**Classification:** Casual (5 positions)**Hours of Work:** Variable shifts; Monday – Sunday, 7.5 hour shifts; start and end times vary**Department:** Environmental Services**Union:** SEIU Service**Salary:** \$20.619 to \$21.934 per hour**Assignment:** May be required to work in any EVS assignment.**Part-time and casual SEIU:** Service employees may be eligible to hold this position as a secondary assignment

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

Following hospital and department policies and procedures, an Environmental Partner cleans and disinfects all spaces by properly disposing infectious waste, mopping floors, cleaning equipment and washing tables and sinks and completes terminal cleaning in accordance with best practices. Work is done using specific cleaning products to ensure the safety of patients. Performing periodic cleaning tasks, disposing and segregating all waste and soiled linen are a requirement in this role. Porterage of equipment, specimens, soiled instruments, and patients is part of the position. This position reports primarily to the Supervisor of Environmental Services. May be required to work in any EVS assignment.

**Summary of duties, but not limited to:**

- Cleans and disinfects all horizontal and vertical surfaces including patient care equipment in assigned work area including offices, washrooms, exam rooms, procedure rooms, Lab spaces and Surgery spaces
- Cleans and maintains all public spaces including elevators, parking lots, lobby, etc.
- Answer and respond to all pages and calls in a timely manner
- Distributes clean linen and disposes and transports soiled linen, waste and soiled instruments
- Performs floor care including vacuuming, spot cleaning carpets, stripping and waxing, scrubbing, burnishing, dust mopping and auto scrubbing
- Applies clean linen to tables and stretchers
- Set up and arrange furniture and equipment for events
- Replenishes all consumables
- Mailroom duties including preparing mail and parcels for pickup and sorting incoming mail
- Transports patients and equipment
- Performs terminal cleaning in accordance with best practices
- Act as a role model and champion to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care

The physical demands of this position require the Environmental Partner to stand, stoop, reach, push, pull and lift most of the working day.

The responsibilities described above are representative and are not to be construed as all-inclusive.

**Qualifications/Skills:**

- Completion of Grade 12 or equivalent
- Experience in hospital cleaning and portering
- Understanding of the importance of cleaning and infection control in a hospital setting
- Ability to follow written and oral instructions and effectively communicate
- Ability to understand and apply WHMIS protocols
- Ability to write clearly and legibly
- Basic computer skills (Outlook, Intranet, Word, Excel)
- Ability to effectively and safely use equipment as instructed
- Willingness and ability to perform routine repetitive tasks on a continuous basis
- Ability to meet the physical demands of the position (standing, walking, lifting, pulling and pushing)

- Excellent attendance record
- Excellent customer service skills
- Positive attitude and friendly disposition
- Effective time management skills and ability to multitask and prioritize
- Proven ability to work cooperatively and constructively with all members of the team
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**Date Posted: Wednesday June 13, 2018**

**Last Date For Application: Wednesday June 20, 2018**

**Qualified internal applicants must complete the internal application/transfer form and forward your resume to the Human Resources Department. Please note: candidates who do not have the required qualifications will not be asked to attend an interview.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*