
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Housekeeping

Class Series: Housekeeping

Grid: 10

Class Title: Housekeeping Aide

I. Level Definition

Positions at this level perform a variety of light cleaning duties such as sweeping and damp mopping floors, vacuuming carpets and dusting and polishing furniture.

II. Typical Duties

1. Cleans areas such as floors, stairways, walls, windows and walkways by methods such as sweeping, spot washing and damp mopping.
2. Cleans carpets and rugs by methods such as vacuuming, shampooing, brushing and shaking.
3. Cleans items such as furniture, woodwork, ledges, fixtures and blinds by methods such as dusting, polishing and wiping.
4. Cleans and disinfects washrooms and replenishes items such as soap and towels.
5. Strips and makes beds; cleans and tidies items such as cupboards, lockers, basins and tables; hangs and removes items such as drapes and bed curtains.
6. Empties and cleans waste containers and removes garbage from buildings.
7. Locks windows and doors following facility security procedures.
8. Reports damaged and/or inoperable fixtures and furniture.
9. Clears snow from building entrances.
10. Maintains related equipment by cleaning, lubricating and replacing items such as filter bags and belts.
11. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.