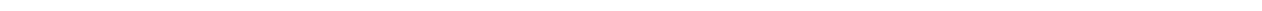




Position Description

Shift worker



Revisions to the original document have been made to align the contents with the philosophy and practice of the Evergreens Foundation. All changes are based on policies and procedures specific to the Evergreens Foundation and are aligned with the Employee Handbook and the International Union of Operating Engineers (I.U.O.E). No. 955 Collective Agreement.

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SHIFT WORKER

Position: Shift worker

Reporting Relationship: Lodge Manager

Philosophy: We are dedicated to treating all residents, staff and visitors in a pleasant, respectful, professional and courteous manner, and to providing a warm home-life atmosphere at all times. We adhere to the dictates of the provincial Freedom of Information and Privacy, and the Protection for Persons in Care Acts.

Work Environment/Position Overview

Directly reporting to the Lodge Manager, the Shift worker is accountable for: Staff Training, Quality Control, Planning and Monitoring, Inventory Management, Lodge Cleanliness, Laundry and Safety and Security. This position entails a high level of interaction with seniors, requires organizational skills and a high level of hygienic practice and physical endurance.

***This is the base job description. Some duties will vary by Lodge.

Positional Accountability Areas

| Accountability Area | Primary Job Functions | Performance Standards | Required Skills |
|---------------------|--|---|---|
| Staff Training | <ul style="list-style-type: none"> • Assist with the training of new staff • Provide feedback to Manager on progress of trainees | <ul style="list-style-type: none"> • Shift worker demonstrates to new employees the schedules, knowledge and skills required to be successful in the position • Communication Log Book accurately reflects daily activities | <p>Communication Skills</p> <ul style="list-style-type: none"> • Informing • Listening • Presenting • Writing <p>Decision Making Skills</p> <ul style="list-style-type: none"> • Analyzing |

SHIFT WORKER

| Accountability Area | Primary Job Functions | Performance Standards | Required Skills |
|----------------------------|--|---|--|
| Quality Control | <ul style="list-style-type: none"> • Ensure all policies are adhered to • fulfill positional areas of accountability • Ensure Lodge standards are adhered to • Ensure WHIMIS & safe work practices and procedures are adhered to | <ul style="list-style-type: none"> • Cyclical cleaning requirements are met and adhere to proper cleaning, hygiene and disease control procedures • Government accommodation standards are met • staff fulfill their positional areas of accountability • Staff know and follow safe work procedures • Required documentation is complete, accurate and available upon request | <ul style="list-style-type: none"> • Fact Finding • Innovating • Judgement • Organizational Awareness • Problem Solving • Systemic Thinking <p>Developing Others Skills</p> <ul style="list-style-type: none"> • Coaching • Performance Management • Providing Feedback <p>Leadership Skills</p> <ul style="list-style-type: none"> • Developing Commitment • Empowering • Encouraging Innovation • Influencing • Leading By Example • Managing Change • Team Building |
| Planning and Monitoring | <ul style="list-style-type: none"> • Prepare cyclical cleaning schedule • Organize daily shift requirements • Ensure chemicals are properly used, labelled and stored and MSDS sheets are available • Develop and maintain Cleaning Log Book | <ul style="list-style-type: none"> • Daily, weekly, monthly and annual cleaning schedules are in place • Cleaning schedule meets resident preferences • Cleaning records indicate cleaning schedule requirements are met • Staff demonstrate an understanding of daily shift requirements • Chemicals are used according to MSDS and WHMIS standards | <p>Personal Initiative Skills</p> <ul style="list-style-type: none"> • Contributing to a Positive Work Environment • Personal Development • Proactivity • Professional Development • Striving For Excellence <p>Planning Skills</p> <ul style="list-style-type: none"> • Action Planning and Organizing • Time Management <p>Quality Skills</p> |

SHIFT WORKER

| Accountability Area | Primary Job Functions | Performance Standards | Required Skills |
|-------------------------------|---|---|---|
| Inventory Management | <ul style="list-style-type: none"> • Cleaning supplies are purchased in conjunction with Manager • Accept deliveries • Re-stock inventory in dining room • Recycling | <ul style="list-style-type: none"> • Staff has adequate supplies for designated cleaning assignments • Supplies are found in their designated locations • Invoice accurately reflects inventory received | <ul style="list-style-type: none"> • Satisfying Resident Requirements • Using Meaningful Measurements <p>Relationship Skills</p> <ul style="list-style-type: none"> • Conflict Management • Teamwork |
| Maintaining Lodge Cleanliness | <ul style="list-style-type: none"> • Ensure a clean, safe and comfortable environment is maintained for residents, staff and visitors • Clean common areas as required and as per schedule • Clean washroom areas as per schedule • Complete project cleaning as per schedule • Ensure adherence to proper cleaning, hygiene and disease control procedures • Barriers (aprons, coats) must be in place and gloves worn when removing and handling soiled linens. • Ensure the above barriers and gloves are removed before and during handling of clean linens to prevent cross contamination • Take steam table and dirty dishes to kitchen • Disinfect dining room table and chairs | <ul style="list-style-type: none"> • Log Book accurately reflects daily activities • Safe work procedures are adhered to • Hygiene and disease control procedures are adhered to , minimizing cross contamination • Stainless steel shines • Tubs, sinks and toilets are stain free • Flat surface s are dust free • Mirrors and glass are streak free • TV screens are dust free • Garbage containers are empty, clean and covered • Floors are free of debris and clean | |

SHIFT WORKER

| Accountability Area | Primary Job Functions | Performance Standards | Required Skills |
|----------------------------|---|--|------------------------|
| Safety and Security | <ul style="list-style-type: none"> • Ensure a safe and secure environment for residents and staff while performing shift worker duties • Serving food to residents and staff • Baking with residents | <ul style="list-style-type: none"> • “Wet Floor”/ “Caution” signs are used when floor is wet • Hallways are not obstructed with cleaning carts and equipment • Chemicals are secured at all times • Others shifts involved in tasks should follow all procedures outlined in the Shift worker job description which can involve locking and alarming of exit doors • Hallways and common area checks are performed hourly or two hourly as per policy | |

**Required Skills are the skills required to fulfill all positional areas of accountability.*

SHIFT WORKER

Required Knowledge

- Demonstrates an understanding of generally accepted commercial cleaning practices and willingness to learn
- Demonstrates knowledge and understanding of safety practices when using chemical cleaners
- Demonstrates organizational and planning skills
- Demonstrates interpersonal skills
- Has a congenial personality and enjoys relating to Seniors
- Maintains harmonious relations with residents, families, staff and visitors
- Ability to work with minimum supervision
- Required to lift, bend, and climb

Education and Experience Requirements

- High School Diploma (preferred)
- Criminal Record Check
- WHMIS
- First Aid and CPR
- Food Safe (course can be obtained if required)
- Knowledge of FOIP and Protection for Persons in Care Acts
- Workplace Violence and Harassment
- Willingness to attend courses as required by management

Accountability Commitment

All staff members are accountable for positional, departmental and organizational shared areas of accountability.

I have reviewed and understand the positional, departmental and organizational shared areas of accountability associated with my position.

Incumbent _____ Date _____
 Approved By _____ Date _____

Disclaimer Clause

This position description has been designed to serve as a guide for both the individual holding the position and for those evaluating the performance of this individual. It is in no way intended to include all the daily or ongoing tasks associated with the position. This position description will be updated on an ongoing basis and will be made available to all interested parties within the organization.

Incumbent _____ Date _____
 Approved By _____ Date _____