



Compassion Respect Empathy Acceptance Teamwork Empowerment

## SHIFT ASSIGNMENT

### EXTRA CARB SHIFT - 1:00PM-9:00PM

#### JOB EXPECTANTIONS:

- Demonstrate professionalism through excellence in knowledge, judgment and behaviour.
- Honour confidentiality of residents and staff.
- Dependable and adheres to policies and procedures.
- Accurate and efficient execution of duties and responsibilities.
- Keeping track of supplies and tools and report to supervisor when low or broken.
- Restocking and replenishing supplies in residents rooms and common areas.
- Consistently demonstrate Braemar's core values. **Compassion, Respect, Empathy, Acceptance, Teamwork, and Empowerment.**
- Identify challenges and contribute to solutions to improve and enhance residents environment.
- Promote a positive and safe work environment.
- Report any unsafe, hazardous conditions and taking appropriate action to prevent accident/injury.
- Following all infection control practices including routine practices and additional precautions where required.
- Provide education and support to fellow colleagues.
- Utilizing Personal Protective Equipment according to policies and procedures.
- To accept responsibility for maintaining own knowledge appropriate to the position by completing surge programs in a timely manner.
- Complete the necessary documentation and records needed in the department.
- Participate on committees and attend meetings as required.
- Ensure the protection of residents right and privacy.
- To assist with orientating new housekeeping staff.
- Adapt to change in staffing that acquire shifting in work assignments.

#### TASK ASSIGNMENT:



Compassion Respect Empathy Acceptance Teamwork Empowerment

*Times are approximate. Additional duties may be added as required by the Environmental Services Manager.*

**1:00PM – 2:00PM**

- *Punch in.*
- *Get cleaning cart ready for the day.*
- *Test disinfectant and record results.*
- *Do a daily clean of offices. NSM, Scheduling, DOC, DOR and PPRCC.*

**2:00PM – 5:00PM**

- *Carbolize dining room. This includes moving tables and using the floor scrubber.*

**5:00PM – 8:15PM**

- *Carbolize MJA Boardroom and washroom, MJA locker room and washroom, MJA hallway/front entrance.*
- *Disinfect cart and put away.*

**8:15PM – 9:00PM**

- *Floor scrub in kitchen.*
- *Empty and clean floor scrubber and put away.*