

PERTH AND SMITHS FALLS DISTRICT HOSPITAL

**INTERNAL JOB POSTING
CUPE 2025-159**

DATE: July 22, 2025

DEPARTMENT: ENVIRONMENTAL SERVICES

POSITION: ENVIRONMENTAL ASSISTANT 2
Temporary Part-Time

SUMMARY OF DUTIES:

Performs various cleaning functions, replenish supplies, transports material throughout the hospital and assists Environmental 1 staff, as required. All functions performed are to be carried out in a manner consistent with safety standards as defined by Departmental Policy and Legislation.

CLEANING FUNCTIONS/HOUSEKEEPING INVENTORY:

- Perform cleaning functions in assigned areas according to established schedules and prescribed methods or other duties as assigned by the Supervisor or designate.
- Responsible for cleanliness of all floors and stairs.
- Washes ceilings, walls, lights, windows and vents.
- Dry mops and wet mops floors, scrubs and buff floors, vacuum carpets, spot cleans and extract carpets, using the appropriate procedures and equipment.
- Cleaning bathtubs, toilets, sinks, fridge, drawers, waste-baskets, procedural trays, bedpans, urinals, equipment, shelves, etc.
- Changing linens, making and sanitizing beds and stretchers.
- Removes for laundering and replace clean cubical screens according to schedules or on an ad hoc basis.
- Pick up and dispose of all garbage, including bio-medical waste.
- Maintains an inventory of cleaning supplies, paper towels, toilet tissue, etc., in the supply cupboards, and order supplies on a weekly basis, as required.
- Replenish paper towels and toilet tissue in all areas cleaned, or as required.
- Assists with distribution of clean linen and collection of dirty linen.
- Completes in between and end of day (terminal) cleaning in Dialysis (Smiths Falls) and Completes end of day cleaning (terminal) in Operating rooms (Smiths Falls only) and Chemo Room (GWM)

MAINTENANCE:

- Assists Environmental 1 Staff as required.
- Performs other duties as assigned by the Supervisor or designate

SAFETY/ENVIRONMENT:

- Maintains a clean and safe environment for patients, visitors and other staff
- Follows Hospital and Department Health & Safety Policies
- Always wears or uses Personnel Protective Equipment (PPE) as directed or required.
- Reports all workplace hazards to Manager.

MINIMUM REQUIREMENTS/ QUALIFICATIONS MUST HAVE:

- Grade 12
- Must be available to work at both sites (Perth and Smiths Falls)
- Must have reliable transportation to commute to both sites (Perth and Smiths Falls)

SALARY: \$24.345 - \$24.762 - \$25.193 - \$25.609

SHIFTS: Evenings and Weekends (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement). Line P37

Closing Date: July 29, 2025 at 4:00 pm

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Applications shall be in writing via e-mail to hr@psfdh.on.ca stating the posting number.