PERTH AND SMITHS FALLS DISTRICT HOSPITAL
INTERNAL POSTING
CUPE 2026-297

DATE: November 5, 2026

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.

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: : $26.937 - $27.398 - $27.875 - $ 28.336

SHIFTS: Line #4

(Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement).

DEADLINE: November 12, 2026 @4:00 pm

How to apply: Please submit a resume and cover letter to HR@psfdh.on.ca, quoting the job number.

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.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1888 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.