

JOB POSTING DETAILS

Employer	SooNor Retirement/Lukenda Holdings (Great Northern Retirement Home)	Job Type	RI
Job Title	Housekeeping and Maintenance Supervisor	Duration	Temp Part Time
Job ID	11575	Location	Sault Ste. Marie
Date Posted	October 12, 2021	Closing Date	October 26, 2021

Job Overview - Description & Duties

Temporary Part Time (25) hours/week with possibility of permanent after 3 months.

REPORTING TO: Administrator

JOB DUTIES AND/OR FUNCTIONS:

1. Plans, organizes, directs, and supervises the activities of the department. Ensures high standards of cleanliness and sanitation for housekeeping and laundry services in compliance with legislative requirements.
2. Establishes and monitors workflow, evaluates performance and production, and makes changes as necessary to improve quality of service.
3. Hiring, scheduling, and training of staff. Monitors and evaluates performance to ensure a high level of productivity and the best use of staff to meet objectives of department.
4. Plans in-services and educational material for staff to improve quality of work.
5. Maintains and implements departmental policies and procedures to improve quality assurance, infection control, fire, and occupational health and safety
6. Instructs staff in use of equipment, chemicals and in cleaning techniques/methods.
7. Participates in budget preparation and is accountable for maintaining departmental budgets.
8. Maintains inventories and assures safe storage of all supplies. Assures proper maintenance and functioning of equipment and arranges for repairs as necessary.
9. Maintains all required records, reports, statistics, etc., in accordance with policies, procedures and legislative requirements.
10. Maintains all MSDS sheets are up to date and all chemicals are labelled correctly.
11. Ensures all staff are trained and using Proper Protective Devices to complete work.
12. Ensures staff is trained in Infection Control Procedures and follows regulated policies.
13. Participates on committees related to resident care and operation of the facility as required. Establishes and maintains communications within the department and with other departments to assure the needs of residents are being met.
14. Completes other duties as assigned by Administrator.
15. Manages resident room admissions and discharges.
16. Provides supervision to maintenance department.
 - Monitoring and organizing the completion of repairs to facility, outdoor grounds, and resident rooms.
 - Oversees and manages budget to meet operational requirements.
 - Schedules and monitors repair work being performed by outside contractors.

Required Skills**QUALIFICATIONS:**

1. Previous employment in a health care facility is an asset but not mandatory.
2. Previous managerial experience is an asset.
3. Must have full Covid 19 vaccination
4. Initiative, good judgement and leadership abilities. Supervisory capabilities.

5. Ability to develop and implement departmental budgetary guidelines.
6. Working knowledge of the following legislation:
The Employment Standards Act; Tenant Protection Act; Retirement Home Act; The Worker's Compensation Act; Labour Relations Act
7. Computer knowledge and experience in Microsoft Office
8. Hands on experience with cleaning and maintenance tasks for healthcare facility.
9. Ability to use cleaning equipment and products.

Other Requirements

PERSONAL SUITABILITY:

1. Excellent communication skills both oral and written.
2. Possess excellent organizational skills.
3. Work independently with minimal supervision. Time management and productivity are key factors.
4. Possesses excellent interpersonal skills.
5. Sincere and caring individual. Maintains a professional relationship with all residents and family members.
6. Resident satisfaction and high quality of care is delivered to residents.

How to Apply

Please email your resume to:
Greatnorthernk.hachey@shaw.ca