

THE PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

JOB DESCRIPTION

Job Family: Operation Support
Job Classification: Janitor/Dishwasher
Grid Level: 3
Wage Rate: As per Current Collective Agreement
Reports To: Coordinator Assisted Living

JOB SUMMARY:

Under the direction of the head cook, perform routine dishwashing; pot washing; and cleaning. Assist with the non-cooking preparation and distribution of food and beverages. Cleans, washes and disinfects building areas such as walls, windows, ceilings, floor, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, and wet mopping.

JOB RESPONSIBILITIES:

1. cleans and sanitizes work areas/surfaces, equipment and floors
2. pre-cleans/washes dishes, pots and pans
3. ensure all dishes are properly cleaned, sanitized and stored.
4. ensure dish machine is in good working condition through proper cleaning procedures
5. monitor temperature of water in the dish machine.
6. collects garbage and disposes of wastes
7. clears and sanitizes tables
8. disassembles, cleans, reassembles and stores kitchen and serving items
9. use safe food handling techniques at all times.
10. Cleans, washes and disinfects building areas such as walls, windows, floor, carpets, air vents, furniture, blinds, hand rails and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, buffing, using various manual and power cleaning equipment.
11. perform other duties as assigned.

GENERAL JOB RESPONSIBILITIES:

1. Respect the confidentiality of information relating to the Society and Tenants served.
2. Adhere to the Society philosophy, policies and procedures.
3. Represent the Society and Tenant positively and professionally.
4. Create a positive image and build Tenant's self-esteem by maintaining self-respect, confidence and an understanding of their human rights.
5. Maintain an excellent working relationship with Tenants, coworkers, supervisors, and members of the community.
6. Create team approach and support colleagues to perform their duties.

EFFECTIVE/REVIEWED DATE: 2023

7. Communicate changes from normal routine (Tenant, program, and facility) to the Assisted Living Coordinator.

OTHER REQUIREMENTS:

- Ability to work effectively with developmentally disabled adults.
- Ability to work cooperatively and effectively with or without supervision.
- Must be able to work flexible hours including some evenings and weekends.
- Satisfactory Criminal Records search.
- Knowledge of fire safety and fire equipment.

QUALIFICATIONS: EDUCATION, TRAINING AND EXPERIENCE

Education – Grade 10

Training and Experience – 1month recent related experience or equivalent combination of training and experience.

I read and understand the above job requirements and responsibilities and agree to carry them out in my role as Janitor/Dishwasher.

Name: _____ Signature: _____

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