



# The Kenneth E. Spencer Memorial Home Inc.

## Environmental Attendant - Part Time

A position is available for a Part-Time Environmental Attendant for our 200 bed residential facility. The Environmental Attendant position consists of housekeeping duties including but not limited to; cleaning resident rooms, public and staff areas. They also process laundry for our Residents and the Home as well as duties assigned in the main dining room.

### Responsibilities

- Dry mop, wet mop, spot clean, vacuum and periodically steam clean all carpeting within the Home.
- Clean and disinfect all washrooms both resident and public.
- Clean all interior windows.
- Damp dust/sanitize all furniture.
- Replenish all supplies as necessary (paper towels, toilet tissue, hand soaps, etc.)
- Remove all garbage from all areas (resident & non-resident) to an assigned area for pick up and disposal.
- Clean all resident dining areas (wipe tables and chairs, dry mop and wet mop of all debris).
- Remove and change drapes as necessary.
- Monthly inspection of resident wheelchairs.
- Daily delivery of Incontinence products.
- Serve breakfast to residents as required.
- Clear all tables of dishes etc., clean the tables and set for the next meal.
- Clean and replenish the sugar dispensers, the salt and pepper shakers, jam after each meal or as needed.
- Responsible for the handling of cash for coffee breaks.
- Pick up of soiled personal clothing on the resident units.
- Sorting, washing, drying, folding and distributing resident's laundry.
- All other duties as assigned.

### Qualifications

- Grade 12 education.
- Ability to follow verbal and written instructions with limited supervision.
- Must maintain a clean and neat appearance at all times.
- Previous experience in housekeeping in a healthcare environment would be a definite asset.
- Must be physically able to perform assigned duties.

ONLY CANDIDATES CURRENTLY IN CANADA AND LEGALLY ALLOWED TO WORK IN CANADA WILL BE CONSIDERED

Please submit resume to:



## **The Kenneth E. Spencer Memorial Home Inc.**

Human Resources  
K. E. Spencer Memorial Home Inc.  
35 Atlantic Baptist Avenue  
Moncton, NB E1E 4N3  
Email: [hr@abschi.com](mailto:hr@abschi.com)

We thank all applicants for their interest, but only those selected for an interview will be contacted.