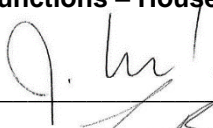
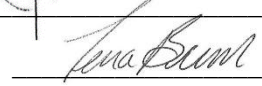


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Departmental Functions – Housekeeping	SECTION: D
DATE: January 1, 2024	Administrator: 	POLICY: 3
REVISION DATES:	HKL Supervisor: 	

DEPARTMENTAL FUNCTIONS – HOUSEKEEPING

POLICY:

The principal functions of the Housekeeping Department are to maintain a safe and appealing environment which supports quality of life for residents and staff.

PROCEDURE:

The HKL Supervisor will:

- 1) Develop work routines to support an organized service that maintains a clean, sanitary, hazard-free, and attractive environment.
- 2) Provide opportunities for education, growth, and development of housekeeping staff.
- 3) Ensure adherence to all applicable provincial regulations, e.g. sanitation code, Public Health, PIDAC, and WHMIS legislation, and that the departmental policy and procedure manual is adhered to.
- 4) Assist with the development of new policies and procedures as required.