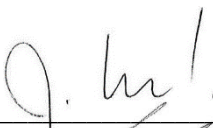
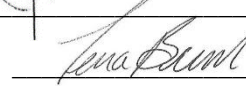


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Staff	SUBJECT: Job Routines	SECTION: J
DATE: January 1, 2024	Administrator: 	POLICY: 1
REVISION DATES:	HKL Supervisor: 	

JOB ROUTINES

POLICY:

There will be a job routine for every classification of staff employed within the department. The job routines detail major elements and responsibilities of each position along with assigned duties.

Each staff is responsible for reading and making themselves fully aware of their job routine.

PROCEDURE:

The HKL Supervisor will:

- 1) Develop and revise each job routine to ensure they remain current and accurate and that all areas in the Home are cleaned.
- 2) Monitor completion of assignments on a regular basis.
- 3) Obtain feedback from staff when workflow problems occur.
- 4) Ensure all new staff are given a copy of their job routine as part of their orientation and review with them during the orientation period.
- 5) Review job routines with each staff during annual performance review as required.