



Housekeeper (Full-time)
Crisis Shelter & Residence/Transitional Housing

ABOUT YWCA SASKATOON:

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT:

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Maliha Iqbal at miqbal@ywcaskatoon.com.

POSITION SUMMARY:

As part of a dynamic team in the Crisis Shelter and Residence, the Housekeepers are responsible for ensuring the cleanliness and order of the Crisis Shelter and Residence. This includes general cleaning of public areas, cleaning of bedrooms upon vacancy and all other general housekeeping duties as required.

WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

WAGE:

\$15.16 -Step 1 Housekeeper classification wage grid

POSITION REPORTING:

Reports to the Assistant Manager, Crisis Shelter and Residence / Transitional Housing.

HOURS OF WORK:

This is a **Full-time position beginning May 9, 2025**, working a required combination of days, evenings, weekends and stat holidays (Sunday to Thursday 10 am to 6 pm).

MAJOR RESPONSIBILITIES:

Working as part of a collaborative team:

- Maintain high standard of Cleanliness throughout the Crisis Shelter and Residence and other assigned areas as required
- Clean and prepare bedrooms on a daily basis, do laundry
- Clean and disinfect bathrooms daily, and remove garbage from designated areas
- Maintain cleanliness in common areas (Lounge areas, hallways, kitchens, healing room, elevator)
- Wash windows, walls and baseboards, sweep, mop and wash floors
- Vacuum and steam clean carpeting, area rugs, draperies and upholstered furniture
- The ability to work independently and respond to cleaning emergencies
- Report any required repairs to designate person
- Monitor inventory and request supplies as necessary
- Other housekeeping duties as requested.

YWCA Saskatoon operates on Treaty 6 Territory – the traditional homeland of the Nehiyaw and Nehithaw Cree, Dene, Nahkawe
Saulteaux, Dakota, Lakota and Nakoda peoples, as well as the Homeland of the Métis Nation.

We pay our respect to the First Peoples of this land and affirm our commitment to authentic, meaningful and action-led truth
and reconciliation.

QUALIFICATIONS & EXPERIENCE:

- Experienced in housekeeping, knowledge and safe use of cleaning materials, equipment uses and procedures;
- Physical stamina and mobility including ability to stand for longer periods of time, lift, kneel, bend and perform repetitive task
- Ability to focus on job duties while working in a fast-paced environment
- Attention to detail is critical
- Ability to maintain confidentiality and respect for all clients of the shelter and residence.
- Criminal Record and Vulnerable sector Check Clearance
- WHMIS, First Aid and CPR Certification

APPLICATION METHOD:

Please send a resume with a cover letter by email to careers@ywcaskatoon.com, attention to Maliha Iqbal, Assistant Manager of Crisis Shelter & Residence. Applications will be accepted until **4 pm of May 2, 2025**.

We appreciate the interest of all applicants, but only those being interviewed will be contacted.

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