



## Housekeeper (Casual) – Crisis Shelter & Residence Job Posting

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 Canada

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.

### 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.

**POSITION REPORTING:** Reports to the Manager, Crisis Shelter and Residence

**HOURS OF WORK:** This position requires weekday, evening, and weekend work.

### 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 including 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
- 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.

### QUALIFICATIONS AND EXPERIENCE:

- Experience in housekeeping, knowledge and safe use of cleaning materials, equipment-use 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

### WAGE

\$ 15.35 – Step 1 Housekeeper Classification Wage Grid

Please note SEIU – West is the union and bargaining agent for all in scope employees

This is a **Casual Housekeeper position**, working call-in shifts. Applications in the form of a resume and cover letter will be accepted **until Tuesday October 14, 2024 at 4pm** and should be forwarded to [careers@ywcaskatoon.com](mailto:careers@ywcaskatoon.com) with attention to Maliha Iqbal. You can also send your application via fax at (306) 244-3078.

*YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.*