



**Job Posting
Housekeeper (Full-time)
Crisis Shelter & Residence**

POSTION 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 Assistant Manager, Crisis Shelter and Residence

HOURS OF WORK: This position requires working a combination of days, evenings, weekends and stat holidays

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.

QUALIFICATIONS AND EXPERIENCE:

- Experienced 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

\$15.16 -Step 1 Housekeeper classification wage grid

This is a **Full-time position beginning July 26, 2024**. Applications in the form of a resume and cover letter will be accepted **until 4.pm on July 18, 2024** and should be forwarded to:

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