



## Housekeeper, Inclusion

Casual

**Accessible Housing** opens doors to homes that are accessible and affordable for people with limited mobility. Through providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

For more information about Accessible Housing, please visit our website at [www.accessiblehousing.ca](http://www.accessiblehousing.ca).

### Job Overview

The Housekeeping Staff will enhance the dignity and quality of life for each resident by supporting holistic wellness and an interdependent community. Reporting to the Building Supervisor, the Housekeeping Staff Member is responsible for routine cleaning and disinfecting or cleaning of resident, public and office/staff areas following prescribed work procedures.

### Duties and Responsibilities

- Adhere to Accessible Housing policies, procedures, guidelines, rules, regulations and schedules.
- Be responsible for the overall cleanliness of the facility.
- Schedule and clean residents rooms weekly or as needed (i.e. dusting, vacuuming/mopping, scrubbing bathrooms and changing linens).
- Clean common areas as scheduled or more frequently as needed (i.e. dining room, common rooms, halls, foyer and public washrooms).
- Operate safely and use all equipment with care, such as vacuums, floor scrubbers, washers.
- Be a team member working to ensure a high standard of service is provided for our residents.
- Maintain positive relationships with Residents, Family Members, Management and other Departments.
- Be responsible for reporting any areas of concern or safety to the Building Supervisor or Manager of Operations.
- Assist in coordinating and completing annual house cleaning tasks (i.e. walls and windows).
- Must be flexible and able to respond to a variety of changing duties, work routines and must be adaptable to stressful conditions.
- Report any inventory needs to the Building Supervisor.
- Attend staff meetings and educational or best practice in-services as required.
- Comply with and work within all safety requirements and regulations for this position.
- Carry out other duties as may be assigned from time to time.

### Qualifications and Experience

- Must possess a minimum Grade 12 Education or equivalent.
- One year related housekeeping/laundry experience in a related environment is required.
- Successful completion of WHMIS, Infection Control protocols and Preventing Resident Abuse.

- Must have a high standard of hygiene and a clean and professional personal appearance.
- Must be flexible and have a positive attitude.
- Dependable and trustworthy.
- Good organizational and interpersonal skills.

### Working Conditions

- Housekeeper may be required to perform tasks which involve visible blood or body fluid contamination.
- The Housekeeper must follow all required procedures for handling, cleaning and disposing of or moving materials soiled with blood, potentially infectious materials or other bodily fluids.
- This is a casual position so there are no guaranteed hours, and shifts may involve weekend, overnight, evening, and day shifts.

### Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Housekeeper** in the subject line. Applications can be sent to [resume@accessiblehousing.ca](mailto:resume@accessiblehousing.ca).

**Closing Date for Applications:** Until a suitable candidate is found.

We thank all candidates for expressing an interest in this position and we will be in touch with those candidates demonstrating the best fit for the organization's needs.