

## Job Posting #2241

<b>Job Title</b>	<b>Housekeeper</b> Casual
<b>Details of the Position</b>	The Housekeeper is responsible for the daily cleaning tasks in the Shelter. They provide assistance to staff and residents by managing routine cleaning jobs and seasonal household cleaning.
<b>Qualifications</b>	Completion of a minimum of Grade 10. Minimum of one month's recent janitorial or cleaning experience is required.
<b>Job Description</b>	Attached
<b>Classification and Grid</b>	Housekeeper, Grid 3 (JJEP Wage Grid)
<b>Hours</b>	Casual, On-call
<b>Starting Pay Rate</b>	\$19.90 per hour
<b>Benefits</b>	As specified in the Collective Agreement
<b>Start Date</b>	To be determined
<b>Supervisor</b>	Shelter Program Manager
<b>Additional Information</b>	This position requires union membership. Satisfactory completion of a criminal records search, TB test and Standard First Aid Certificate are requirements of the position.
<b>Date Posted</b>	August 31, 2022

**Deadline for Submitting Applications: September 7, 2022 at 5pm**

**Send Letter of Interest to:**

**Annette Angell, Shelter Programs Manager**

[annetea@vwth.bc.ca](mailto:annetea@vwth.bc.ca)

## Job Description

<b>Job Title:</b>	<b>Housekeeper</b>
<b>Benchmark and Grid:</b>	Housekeeper, JJEP Wage Grid, Level 3
<b>Job Summary:</b>	Performs a variety of general cleaning and service functions. The Housekeeper is responsible for the daily cleaning tasks in the Shelter. Is to provide assistance to staff and residents by managing routine cleaning jobs and seasonal household cleaning.
<b>Reports To:</b>	House Manager and Shelter Program Manager
<b>Key Duties And Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Cleans all rooms within shelter: washes walls; scrubs, cleans and vacuums floors; dusts furniture; cleans mirrors and windows.</li> <li>• Empties various waste receptacles and disposes of refuse.</li> <li>• Cleans, dusts and wiped down various appliances and accessories.</li> <li>• Reports any maintenance needs to the supervisor. May make minor repairs to the shelter, ie. Changing light bulbs, basic plumbing.</li> <li>• Will assist when requested to remove dirty linen and replace with clean.</li> <li>• Keeps an inventory of linens. Stock washrooms with towels and paper products.</li> <li>• Performs other related duties as required</li> </ul>
<b>Qualifications:</b>	Completion of a minimum of Grade 10.
<b>Education Training and Experience:</b>	Minimum of one month's recent janitorial or cleaning experience is required.
<b>Job Skills and Abilities:</b>	This position requires an absolute commitment to ongoing cleanliness, ability to work independently, strength and willingness to do some heavy lifting, and an ability to work with and around residents. Must have proficient organization, time and general management skills.

<b>Additional Information:</b>	This position is required to work in an environment often dealing with clients in crisis situations or interpersonal situations.
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