



Internal Job Posting

Job Title	Housekeeper, Casual
Details of the Position	The Housekeeper is responsible for the daily cleaning tasks in the Shelter. The candidate is to provide assistance to staff and residents by managing routine cleaning jobs and seasonal household cleaning.
Job Description	Attached
Classification and Grid	Housekeeper, Grid 3 JJEP Wage Grid
Hours	As needed / on call for weekday shifts
Starting Pay Rate	\$17.48 per hour
Benefits	As specified in the Collective Agreement
Start Date	Immediately
Supervisor	Meredith Knox, Shelter Program Manager
Additional Information	This position requires union membership. Satisfactory completion of a criminal records search, TB test and Standard First Aid Certificate are requirements of the position.
Date Posted	May 7, 2019

Deadline for Submitting Applications: Tues, May 14, 2019 at 5pm

Send Application to:

**Meredith Knox
 Shelter Program Manager
 100-3060 Cedar Hill Road
 Victoria, BC V8T 3J5
 meredithk@vwth.bc.ca**

Job Description

Job Title:	Housekeeper
Benchmark and Grid	Housekeeper, JJEP Wage Grid, Level 3
Job Summary:	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.
Reports To:	May report to two positions; Residential Program Manager and House Manager.
Key Duties and Responsibilities:	<ul style="list-style-type: none"> • Cleans all rooms within shelter: washes walls; scrubs, cleans and vacuums floors; dusts furniture; cleans mirrors and windows. • Empties various waste receptacles and disposes of refuse. • Cleans, dusts and wiped down various appliances and accessories. • Reports any maintenance needs to the supervisor. May make minor repairs to the shelter, ie. Changing light bulbs, basic plumbing. • Will assist when requested to remove dirty linen and replace with clean. • Keeps an inventory of linens. Stocks washrooms with towels and paper products. • Performs other related duties as required

<p>Qualifications:</p> <p>Education Training and Experience:</p> <p>Job Skills and Abilities:</p>	<p>Completion of a minimum of Grade 10. Minimum of one month's recent janitorial or cleaning experience is required.</p> <p>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.</p>
<p>Additional Information:</p>	<p>This position is required to work in a stressful environment often dealing with clients in crisis situations.</p>