



Internal/External Job Posting

| | |
|--------------------------------|---|
| Job Title | Housekeeper (Temporary Part Time) |
| Details of the Position | The Housekeeper is responsible for the daily cleaning tasks in the Shelter. The successful 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 | Saturday and Sunday 9am-1pm and relief as needed |
| Starting Pay Rate | \$18.44 per hour plus a percentage in lieu of benefits |
| Benefits | As specified in the Collective Agreement |
| Start Date | Immediately |
| Supervisor | 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 | November 24, 2020 |

Deadline for Submitting Applications: Thursday December 03, 2020

at 5pm Send Application to:

Beth Aubrey
Shelter Programs
Manager
100-3060 Cedar Hill Road
Victoria, BC V8T 3J5
Betha@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; Shelter 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> |