

Job Posting

Internal

External/Internal

Job Title:

Housekeeper

Posting No:

JH 155

Job Location: Courtenay

Note: This position includes a full benefit package, enrolment in the Municipal Pension Plan, and three weeks of paid vacation. We offer high quality in-house training and are committed to providing our staff with a wide range of learning and development opportunities.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$16.64 - \$19.38, JJEP Grid 3, Step 1*

Schedule: 4 days per week, 5.5 hours per day

Hours per week: 22 per week

Closing date: September 30, 2020, at 4:30 pm with a possible extension until a suitable candidate can be found. Applications will not be considered after this date if a suitable candidate has been found.

Apply to (cover letter, resume, and 3 references):

Alisha McLain

Email:

alisha.mclain@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

Job Description

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|------------------------------------|----------------------------|
| <i>Job Title:</i> | Housekeeper |
| <i>Work sites:</i> | The Junction |
| <i>Program:</i> | Supportive Housing Program |
| <i>Benchmark:</i> | Housekeeper |
| <i>Grid Level:</i> | 3 |
| <i>Reports To:</i> | Program Manager |
| <i>Prepared Date:</i> | August 6, 2020 |
| <i>Approved By:</i> | Executive Director |
| <i>Approved Date:</i> | August 6, 2020 |
| <i>Revised and Approved by ED:</i> | |
| <i>Reviewed:</i> | |

Job Summary

Performs routine cleaning, minor maintenance, and service functions in the organization's buildings or in a residence.

Key Duties and Responsibilities

- Cleans, washes, and disinfects building areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds, and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, and buffing using various manual and power cleaning equipment. Cleans, dusts, and wipes down various appliances and accessories.
- When directed by a supervisor, assists residents to clean and tidy occupied units and to change and make beds.
- Collects and disposes of garbage and recyclable materials and maintains clean garbage areas. Performs spot clean-ups as required.
- Secures the building by arming alarms and locking doors and windows.
- Reports any non-routine maintenance needs to the supervisor. Performs minor maintenance such as changing light bulbs, unplugging sinks and toilets, and replacing tap washers.
- Launders and mends linens.
- Cleans units in preparation for a new occupant.
- Assists in preparation of meals and/or snacks. Maintains food inventory.

- Transports equipment, furniture, and supplies manually and/or using aides such as dollies and carts.
- Performs other related duties as required.

Qualifications

The requirements listed below are representative of the knowledge, skills, and/or ability required to perform each essential duty satisfactorily.

Education and Experience

Grade 10.

One (1) month recent related experience

Other Skills and Abilities

Worker must:

- Ensure all duties are carried out in accordance with current Occupational Health and Safety Regulations contained within the *Workers Compensation Act*.
- Have the ability to form a mutually respectful partnership with housing residents.
- Have the ability to accept the differences he or she will find among residents.
- Accept individuals' rights to self-determination and individuality, and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Have the ability to work respectfully in partnership with other team members.

Other Job Requirements

- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The Housekeeper will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island. The Housekeeper will also abide by the relevant rules and regulations set out by BC Housing.

Diversity

The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.