

JOB POSTING
(All Employees and External Candidates)

POSTING NUMBER: 2017-027

POSITION: **Housekeeping Aide, Hope Living in Kanata (Full-time)**
60 hours biweekly. Schedule will not include more than 2 out of 4 weekends.

PAY RATE: \$12.49 – \$14.82 per hour, Unifor Local 8300 Wage Scale
Group Benefits and Pension Plan (after 975 hours)

POSTING DATE: April 20, 2017

CLOSING DATE: Send your resume, quoting posting number **2017-027** to hrrecruitment@shepherdsogoodhope.com no later than **4:00 p.m. on April 27, 2017**. Internal candidates will be given first consideration, prior to external applicants.

RESPONSIBILITIES

- Responsible for personal laundry for Residents and the house linens
- Sweeps, mops, polishes and refinishes resident floors, vacuums and shampoos carpeted areas, dumps garbage and recycle bins, performs all cleaning aspects of halls, offices, board rooms, restrooms and lunchrooms as well as washes walls, windows and upholstered furniture as assigned
- Vacuums carpeting, draperies and upholstered furniture
- Cleans resident's rooms in accordance to organizational standards
- Cleans, disinfects and polishes kitchen and bathroom fixtures and appliances
- Cleans and disinfects elevators
- Picks up debris and empties trash containers
- Cleans showers
- Maintains cleaning equipment

QUALIFICATIONS

- High school diploma
- Previous cleaning experience
- Ability to read text and communicate orally in English
- Ability to work well with others and work in the presence of residents
- Time management skills and the ability to prioritize tasks with minimal supervision
- Strong attention to detail
- Has empathy for the residents of Hope Living
- Works and adheres to health and safety policy and procedures
- Physical ability to lift up to 50 lbs. (23 kilograms) and operate mechanical cleaning equipment

If you have the desire to work for an Organization that is dedicated to creating a community for all through acceptance, compassion and care please send your resume and cover letter to hrrecruitment@shepherdsogoodhope.com quoting file 2017-027 no later than April 27, 2017. We appreciate your interest and advise that only those selected for an interview will be contacted.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process, so that we can make every effort to meet your needs.