



Position: Job Inventory - Housekeeping Attendant

Competition Number: 2012-EX-EN-50290794-01

Competition posting date: 2012.06.22, closing date: 2012.10.01

City Operations Portfolio, Community & Social Services Dept., Operations Branch
Casual Positions

Affiliation: CUPE 503 Inside/Outside

Salary: \$21,966 to \$23,122 per hour (2011 Rates of Pay)

Job Summary

Performs housekeeping duties associated with the maintenance of a clean, comfortable, home-like and safe environment in the Home, with an emphasis on resident safety and engagement.

Education & Experience

Grade 10 or equivalent.

One (1) year minimum experience in institutional cleaning.

* Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

Language, Certificates & Licenses

- The successful candidate will be required to complete a Police Record Check to the City of Ottawa's satisfaction.
- Certain positions: English oral, reading, writing required.
- Certain positions: French oral, reading, writing required.

Knowledge, Competencies & Skills

- Disinfection procedures;
- Stripping and refinishing of floors;
- Preservation of surfaces;
- Shampooing of carpets and upholstery;
- The use of housekeeping equipment;
- Employee health and safety/WHMIS;
- Good understanding of safe body mechanics for lifting and bending;
- Organize and prioritize work assignments;
- Work under pressure;
- Operate auto scrubber, floor buffer and carpet extractor;
- Understand and follow directions;
- Work within a team environment;
- Identify and report hazards in the workplace;
- Flexibility with changes in work assignments;
- May be required to cover off the Laundry Attendant position.



*If this opportunity matches your interest and profile please apply online by using the "**Apply**" button. If this is your first online application please refer to How to Apply for a Position on our career site.*

*If you are not able to apply on-line, please submit your resume and covering letter indicating the **Competition number** by mail or by Fax:*

*City of Ottawa
Recruitment & Staffing
110 Laurier Ave. West, 5th Floor
Ottawa, Ontario K1P 1J1*

Fax: 613-580-4762

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.

The City of Ottawa is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The City encourages applications from all qualified individuals.