

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Housekeeper	<b>Competition #:</b>	54/15
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	2 part time positions
<b>Salary Range:</b>	\$11.99	<b>Date posted:</b>	Nov 24, 2015
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	Dec 7, 2015
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613)241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St, Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b><u>RESPONSIBILITIES:</u></b>			
The successful candidate will be responsible for:			
<ul style="list-style-type: none"> <li>• Ensures general upkeep of The Ottawa Booth Centre such as, resident's rooms, cleaning floors, washrooms, windows, dusting, vacuuming, collecting and disposal of garbage</li> <li>• Checks, cleans, moves, arranges and dusts furniture as required</li> <li>• Restocks washroom supplies and distributes received material as required</li> <li>• Follow proper universal precautions while performing duties</li> <li>• Follow hazardous materials procedures and works safely at all times</li> <li>• Performs other duties as per assigned for each area of our property</li> </ul>			
<b>PHYSICAL EFFORT/DEXTERITY REQUIRED</b>			
Requires a frequent amount of mopping, sweeping, bending and twisting. Occasionally complete ladder work. Lift more than 20 pounds and operate industrial cleaning equipment and tools.			
<b><u>QUALIFICATIONS:</u></b>			
The successful candidate will have:			
<ul style="list-style-type: none"> <li>• High School Diploma</li> <li>• 1 to 3 years recent housekeeping experience within an organization that works with a marginalized/vulnerable population</li> <li>• Current WHMIS training</li> <li>• Non skid CSA approved Safety shoes are required</li> <li>• Clear Police Reference Check for Vulnerable Sector Screening is required</li> </ul>			
<p><i>The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.</i></p> <p style="text-align: center;"><u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u></p> <p><i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i></p>			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.