

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Housekeeper	Competition #:	15/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	On call/casual (4) positions
Salary Range:	\$11.99	Date posted:	May 4, 2016
City:	Ottawa	Posting Expires:	May 17, 2016
Applications Accepted By:			
Fax or E-mail: (613)241-2818 or jobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St, Ottawa, ON K1N 5W5	
Position Description			
<u>RESPONSIBILITIES:</u>			
The successful candidate will be responsible for:			
<ul style="list-style-type: none"> • Ensures general upkeep of The Ottawa Booth Centre such as, resident's rooms, cleaning floors, washrooms, windows, dusting, vacuuming, collecting and disposal of garbage • Checks, cleans, moves, arranges and dusts furniture as required • Restocks washroom supplies and distributes received material as required • Follow proper universal precautions while performing duties • Follow hazardous materials procedures and works safely at all times • Performs other duties as per assigned for each area of our property 			
PHYSICAL EFFORT/DEXTERITY REQUIRED			
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.			
<u>QUALIFICATIONS:</u>			
The successful candidate will have:			
<ul style="list-style-type: none"> • High School Diploma • 1 to 3 years recent housekeeping experience within an organization that works with a marginalized/vulnerable population • Current WHMIS training • Non skid CSA approved Safety shoes are required • Must supply a current Clear Police Reference Check for Vulnerable Sector 			
<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.