

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Housekeeper	<b>Competition #:</b>	51/16
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	1 part time position and 4 on call/casual positions
<b>Salary Range:</b>	\$12.63	<b>Date posted:</b>	November 7 , 2016
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	November 13 , 2016
<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>JOB PURPOSE</b> To provide a clean and safe environment at the Ottawa Booth Centre and Anchorage Programs			
<b>RESPONSIBILITIES:</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>• Completes daily linen bed changes and associated laundry tasks</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 and move up to 30 pounds unaided and 50 pounds with aid and operate commercial cleaning equipment and tools.			
<b>QUALIFICATIONS:</b> The successful candidate will have: <ul style="list-style-type: none"> <li>• High School Diploma or equivalent</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>• Must supply a current Clear Police Reference Check for Vulnerable Sector</li> </ul>			
<b>Hours</b> Part time -Saturday and Sunday 8:00am - 4:30pm and on call/casual – will vary			
<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>			
<u>We thank all applicants, however, only those candidates to be interviewed will be contacted.</u>			
<i>Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.</i>			

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.