

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Housekeeper	<b>Competition #:</b>	17/17
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	3 part time positions 2 on call/casual positions
<b>Salary Range:</b>	\$12.85 - \$13.32	<b>Date posted:</b>	May 1, 2017
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	May 14, 2017
<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 Efforts</b>			
<ul style="list-style-type: none"> <li>• Ability to: <ul style="list-style-type: none"> <li>○ operate industrial cleaning equipment and tools</li> <li>○ mop and sweep (repetitive motions)</li> <li>○ bend and twist</li> <li>○ occasionally complete ladder work</li> </ul> </li> <li>• lift more than 20 pounds with assistance</li> </ul>			
<b>QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• High School Diploma or equivalent</li> <li>• 1 to 3 years recent housekeeping experience preferably with an organization that works with the marginalized population</li> <li>• Current WHMIS training</li> <li>• Non skid CSA approved Safety shoes are required</li> <li>• Ability to demonstrate respect to clients and staff on the Ottawa Booth Centre</li> <li>• Must supply a current Clear Police Check for the Vulnerable Sector</li> </ul>			
<b>Hours</b> Part time -Saturday and Sunday (1) 6:30am - 3:00pm, (2) 3:00pm – 11:30pm, (3)10:30pm – 7:00am,and on call/casual positions– times 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><b>We thank all applicants, however, only those candidates to be interviewed will be contacted.</b></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.