

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Housekeeper	<b>Competition #:</b>	43/17
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Part time position
<b>Salary Range:</b>	\$12.85 - \$13.32	<b>Date posted:</b>	September 15, 2017
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	September 21, 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 facilities			
<b>RESPONSIBILITIES:</b> The successful candidate will be responsible for:			
<ul style="list-style-type: none"> <li>• ensuring 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>• completing daily linen bed changes and associated laundry tasks</li> <li>• checking, cleans, moves, arranges and dusts furniture as required</li> <li>• restocking washroom supplies and distributes received material as required</li> <li>• following proper universal precautions while performing duties</li> <li>• following hazardous materials procedures and works safely at all times</li> <li>• and performing 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 carry out 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 of the Ottawa Booth Centre and the Anchorage facility</li> <li>• must supply a current Clear Police Check for the Vulnerable Sector</li> </ul>			
<b>Hours</b> Saturday and Sunday 1:30pm – 10:00pm			
<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 style="text-align: center;"><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.