

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Housekeeper	Competition #:	3/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	1 Part time position
Salary Range:	\$14.00	Date posted:	January 15, 2018
City:	Ottawa	Posting Expires:	January 21, 2018
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			
JOB PURPOSE To provide and maintain a clean and safe environment at the Ottawa Booth Centre and Anchorage facilities			
RESPONSIBILITIES: The successful candidate will be responsible for:			
<ul style="list-style-type: none"> • ensuring general upkeep of The Ottawa Booth Centre such as, residents' rooms, cleaning floors, washrooms, windows, dusting, vacuuming, collecting and disposal of garbage • completing daily linen bed changes and associated laundry tasks • checking, cleans, moves, arranges and dusts furniture as required • restocking washroom supplies and distributing received material as required • following proper universal precautions while performing duties • following hazardous materials procedures and works safely at all times • performing other duties as per assigned for each area of our property 			
Physical Efforts			
<ul style="list-style-type: none"> • Ability to: <ul style="list-style-type: none"> ○ operate industrial cleaning equipment and tools ○ mop and sweep (repetitive motions) ○ bend and twist ○ occasionally carry out ladder work • lift more than 20 pounds with assistance 			
QUALIFICATIONS			
<ul style="list-style-type: none"> • high school diploma or equivalent • 1 to 3 years recent housekeeping experience preferably with an organization that works with the marginalized population • current WHMIS training • non-skid CSA approved Safety shoes are required • ability to demonstrate courtesy to clients and staff of the Ottawa Booth Centre and the Anchorage facility • must supply a current Clear Police Check for the Vulnerable Sector 			
Hours 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.