

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Housekeeper	Competition #:	17/19
Ministry Unit:	Ottawa Booth Centre	Position Type:	Part time position
Salary Range:	\$14.00 - \$14.25	Date posted:	April 10, 2019
City:	Ottawa	Posting Expires:	April 16, 2019
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	
Organization Description			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement 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.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
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, cleaning, moving, arranging and dusting 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 			

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Physical Efforts

- Ability to:
 - operate industrial cleaning equipment and tools
 - mop and sweep (repetitive motions)
 - bend and twist
 - occasionally carry out step-ladder work
 - lift more than 20 pounds with assistance

QUALIFICATIONS:

- 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
- required to show courtesy to clients and staff of the Ottawa Booth Centre and the Anchorage facility

Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector Police screening

HOURS: Saturday and Sunday- 1:30pm – 10:00m

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.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.