



EXTERNAL JOB POSTING

Status: Full-time Permanent

Reporting to: Manager of Housekeeping Services

Date Posted: 18-Sep-2017

Deadline for Submission: 24-Sep-2017

If interested please submit resumé to:

hr@ottawamission.com

JOB TITLE: HOUSEKEEPER

REPORTS TO:

HOUSEKEEPING MANAGER

DEPARTMENT:

HOUSEKEEPING SERVICES

JOB LEVEL:

OPERATIONAL SUPPORT

Core Purpose and Mission Statement

The Core Purpose of the Ottawa Mission is to reflect Jesus' love in serving the homeless, the hungry, and the lost.

Our Mission is to provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.

Vision & Values

Our Vision is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.

Our Values are Acceptance, Respect, Compassion, Integrity and Independence

Position Purpose

Reporting to the Manager of Housekeeping, this position is responsible for effectively maintaining the cleanliness of The Ottawa Mission's facility. Main duties include restocking the daily supplies in work areas, daily bed changing and cleaning and emptying trash cans and waste containers.

Major Responsibilities

- Daily bed cleaning and changing
- Daily restocking of supplies in work areas
- Floor and window washing
- Emptying trash cans and other waste containers
- Disinfecting required areas using the correct chemicals
- Practicing correct infection and control procedures
- Maintaining and keeping all equipment clean and operational at all times
- On call emergency response with the facility
- Maintain standards of the Mission's buildings
- Maintain an atmosphere of courtesy and respect towards clients, staff and volunteers
- Adhere to all health and safety requirements in daily activities of the department
- Reporting safety issues to manager
- Adhere to all Health and Safety rules and regulations
- Other related duties as required/assigned by the Supervisor

ACCOMMODATION IS AVAILABLE, UPON REQUEST, FOR ALL EMPLOYEES WITH DISABILITIES

JOB TITLE: HOUSEKEEPER

Other Requirements

Education:

- Secondary School Diploma considered an asset

Qualifications:

- Possess analytical and problem solving skills
- Good verbal communication skills
- Ability to work effectively as a member of a team
- Ability to work independently
- Ability to read/write in English
- Ability to maintain long periods of varied physical activity: walking, standing, sitting, climbing stairs, bending, lifting, etc.
- Ability to maintain an atmosphere of courtesy and respect towards clients, staff and volunteers
- Flexibility in work hours including ability to work up to three weeks of nights per year
- Knowledge of personal Health and Safety regulations; WHMIS certification considered an asset

Experience:

- 1 – 2 Years in a similar environment

Working Conditions:

- High degree of physical activity involving various activities: walking, standing, sitting, climbing stairs, bending, lifting, etc.
- Ability to stand for an 8 hour shift
- Ability to lift up to 50 lbs.
- Ability to carry 30 lbs.

We thank all applicants for their interest in The Ottawa Mission, however, due to the volume of resumés we receive; only candidates chosen for interview will be contacted.