

POSITION DESCRIPTION

Position Title: Housekeeper, Saanich and Saanich Peninsula	Position Number: 2019-19
Department: Volunteer Services Work Site: Saanich and Saanich Peninsula (must have transportation)	Days/Hours of Work: 2-8 hours a day, varies each week
Wage: \$22 per hour plus 8.6% in lieu of benefits	Status: casual Posting Period: Until filled
Start Date: As soon as possible	Union: Exempt

JOB SUMMARY:

Beacon Community Services operates the Better at Home program for Saanich and the Saanich Peninsula. The goal of the Better at Home program is to provide non-medical services to support seniors living in their own homes for as long as possible. The Housekeeper is an integral part of the Better at Home team providing light housekeeping services to seniors. The Housekeeper will report to the Better at Home Coordinator.

DUTIES AND RESPONSIBILITIES:

- Provide light housekeeping services to seniors who are living independently in their own homes.
- Services may include:
 - Vacuuming and mopping floors
 - Kitchen floors, counters, sink
 - Bathroom sinks, tubs, showers, counters, toilets, floors
 - Making beds or changing bed linens
 - Laundry
 - Cleaning windows
 - Cleaning out refrigerator
 - Dusting
- Visits are 1-2 hours.
- Follow schedule as provided by Better at Home Coordinator.
- Call clients the day before appointment.
- Follow check in and check out protocol.
- General knowledge of Beacon Community Services.
- All other duties as required.

QUALIFICATIONS/REQUIREMENTS:

- Experience working with the Seniors

- Experience cleaning homes
- Physically able to perform all of the cleaning tasks listed
- Use of a reliable vehicle
- WHMIS Certification (to be renewed every 2 years)
- Clear Police Criminal Record Check

KNOWLEDGE/SKILLS:

- Familiarity with housekeeping
- General knowledge of Beacon Community Services.
- Ability to establish and maintain effective relationships with the general public, co-workers and volunteers
- Ability to work independently
- Promote a positive team environment.
- Ability to work independently and within a team environment
- Ability to express ideas effectively, both verbally and in writing.

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number 2019-19. Please note only those applicants who are selected to continue in the recruitment process will be contacted.