



Employment Opportunity

Position Title: Housekeeper, Hospitality Services	Position Number: 2020-028
Department: Assisted Living Location: SHOAL Centre, 10030 Resthaven Drive, Sidney, BC	Days/Hours of Work: Monday – Friday (or as assigned)
Remuneration: \$16.50 per hour, plus 8.6% in lieu of benefits	Status: Casual Posting Period: Until Filled
Start Date: Available Immediately	Union: Exempt

JOB SUMMARY:

The Housekeeper works in accordance with the mission, vision and values of Beacon Community Services. Under the direction of the Assisted Living Manager, the Housekeeper provides housekeeping to assigned common areas and resident rooms. The Housekeeper participates in the maintenance of a safe, sanitary workplace; including WHMIS. The Housekeeper also reports resident concerns, building emergencies and maintenance required.

DUTIES AND RESPONSIBILITIES:

- Carries out general cleaning duties, practicing and maintaining established standards for proper cleanliness as sanitation required by the Health Department
- Daily tidying & cleaning of Common Areas and weekly cleaning of resident's suites including kitchen, bathroom, vacuuming and dusting
- Spot cleaning for spills as needed
- Emptying of Garbage and recycling daily
- Terminal clean when suite is vacated
- Extra cleaning duties may be required if suspected Infectious disease Outbreak
- Thorough monthly cleaning in each suite
- Communicates necessary information to other staff by means of charting the Communication Book and/or verbally
- Must work effectively in a team environment
- Communicates to Manager, any concerns, changes in resident's condition.
- Is familiar and rehearsed in emergency procedures
- Must demonstrate good organizational/time management skills, ability to multi- task
- Know and follows health & safety requirements affecting the job, corrects unsafe conditions immediately and report them to the supervisor
- Work safely and encourage your co-workers to do the same

- An understanding of working with seniors and those in the early stages of dementia, patience & concern in providing quality service
- Promotes and maintains positive communication and relationships among staff and residents
- Assist with Hospitality Services as assigned
- Other relevant duties as assigned

QUALIFICATIONS:

- Grade 12 Education
- Valid FOODSAFE Certification
- Current WHMIS Certification
- Current First Aid Certification
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet
- A clear Police Criminal Record Check and a clear Solicitor General Criminal Record Check

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in working with Seniors; preferably in an Assisted Living or Residential Care setting
- Experience in Housekeeping
- Excellent communication skills demonstrated by tact, diplomacy, empathy, patience and concern in providing quality service
- A good command of the English language, both oral and written skills
- Ability to take direction and learn procedures
- Ability to work independently and/or as a member of a team
- Ability to use housekeeping tools such as laundry machines, vacuum cleaners etc.
- Skilled in the use of computers, the internet and electronic devices

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 **2020-028**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.