

## POSITION DESCRIPTION

<b>Position Title:</b> Housekeeper, Saanich	<b>Position Number:</b> 2022-016
<b>Department:</b> Better at Home <b>Work Site:</b> Saanich (must have transportation)	<b>Days/Hours of Work:</b> 2-8 hours per day, varies each week
<b>Wage:</b> \$22 per hour plus 8.6% in lieu of benefits	<b>Status:</b> Casual <b>Posting Period:</b> Ongoing
<b>Start Date:</b> As soon as possible	<b>Union:</b> 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.

## ADDITIONAL INFORMATION:

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
- All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.

## APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position number **2022-016**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.

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