

PT HOUSEKEEPER – JOB DESCRIPTION

JOB SUMMARY:

The Housekeeper performs a variety of housekeeping duties to ensure the residence is maintained in a clean and sanitary condition. Assists in maintaining a safe and secure environment for residents, visitors, and other staff members. All duties are performed in the best interest of the residents and their families, and in accordance with VRS Communities Society's (VRS) vision, mission, and value statements.

KEY DUTIES AND RESPONSIBILITIES:

1. Responds to resident or family member concerns and ensures appropriate action is taken within decision-making authority and/or brings to the attention of the Maintenance Supervisor.
2. Effectively communicates and interacts with residents, family members, visitors and volunteers in a courteous and professional manner.
3. Cleans resident suites upon move-out and prepares suites for new occupant.
4. Cleans bathrooms and kitchens fixtures.
5. Removes residents' garbage from suites.
6. Conducts duties in accordance with VRS policies and procedures, as well as, government regulations, laws and policies.
7. Understands and follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, other staff members and residents. Promptly reports all actual or potentially hazardous situations.
8. Maintains confidentiality of residents' personal information.
9. Cleans and disinfects all common areas including dining room, bathrooms, lounges, activity areas, offices, hallways, stairways and other areas as directed.
10. Cleans and disinfects resident suites including telephone, furniture, kitchen and washroom fixtures, walls, ceilings, lights, vents, mirrors and windows.
11. Dusts furniture and equipment.
12. Sweeps, scrubs, waxes, and polishes floors, using brooms, mops and/or powered scrubbing and waxing machine.
13. Vacuums and cleans/shampoos carpeted areas.
14. Performs cleaning duties according to established procedures
15. Empties and cleans all waste containers and transports garbage to designated area.
16. Makes up beds and changes linen as required.
17. Straightens and rearranges furnishings as directed.
18. Maintains utility and storerooms in a tidy and sanitary condition.
19. Restocks supplies.
20. Reports any damaged or unusable furniture and fixtures.
21. Performs laundry duties as required (sorting, washing, drying, ironing, folding and delivering clean linen and clothing).
22. Attends in-service education sessions, staff meetings, workshops, etc. as required.
23. Performs other related duties as required.

PLEASE SEND RESUMES TO: molly@vrs.org

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QUALIFICATIONS:

- Must possess strong interpersonal skills.
- Must be able to prioritize and plan work activities to use time efficiently.
- Must be able to work independently with minimal supervision.
- Must be dependable, able to follow instructions, respond to management direction, and be able to provide performance through management feedback.
- Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with residents, visitors, and staff.

EDUCATION/TRAINING:

- Completion of secondary school education or equivalent.
- WHMIS certificate.

EXPERIENCE:

- Previous housekeeping experience is preferred.

PERSONAL:

- Must be able to speak English fluently and communicate effectively both verbally and in the composition of written materials.
- Must pass a Criminal Record Check and Vulnerable Persons Check.

WORKING CONDITIONS:

- Must be in good physical and mental health.
- Ability to perform the physical demands of the job including:
 - Repeated lifting, bending, kneeling, standing, walking, and pushing cards.
 - Periodic climbing of ladders.
 - Constant standing and walking.
 - Turning, stooping, bending, and lifting.
 - Finger and hand dexterity to handle instruments and equipment.
 - Visual and hearing acuity to detect problems in the work area.
 - Operation of floor machines and other equipment.
 - Work performed indoors in light, well ventilated areas.
 - Exposed to heat, humidity, and noise.

****All applicants must be vaccinated with at least two doses of the COVID-19 vaccine. Proof of vaccination is required upon hire.**

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