



# **INTERNAL/EXTERNAL JOB POSTING**

## **HOUSEKEEPER**

### **PART-TIME TEMPORARY – MATERNITY LEAVE**

**(Please be advised that this maternity leave has no confirmed closing date.)**

The Housekeeper is responsible for efficiently delivering housekeeping services in senior housing facilities.

#### **Knowledge, Skills, and Abilities:**

- Housekeeping experience is considered an asset, but a willingness to learn is also welcomed.
- Knowledge of cleaning equipment & chemicals
- Ability to communicate & work in a team environment.
- Ability to work on own initiative and be positively self-motivated.
- Ability to stay calm in emergencies.
- Good communication skills
- Patience, time management skills, and the ability to work independently.
- Ability to maintain a harmonious relationship with staff and the public.
- Able to be comfortable to fulfill the Housekeeper job description.
- A congenial personality who enjoys working with and for the elderly
- A genuine interest and empathy for the care of seniors

#### **Physical Requirements:**

- Completion of High School Diploma or equivalent
- Housekeeping experience, willingness to learn
- Must be physically fit and be able to bend, lift and climb
- WHMIS, First Aid, and CPR certification preferred
- Valid Driver's License and reliable transportation
- Clear Vulnerable Sector Criminal Record Check

#### **Initial Location of Work:**

Pleasant View Lodge

May be required to work at other sites

#### **Initial Hours of Work:**

7:30 am to 4:00 pm (8.0-hour Shifts)

Shift schedule varies from Monday to Sunday (4 days on/4 days off)

64 – 48 Hours per Pay Period (varies with 8-week shift rotation)

#### **Pay Range & Benefits:**

\$20.35 to \$23.89 per hour

Health & Dental Benefits

Life Insurance & Long-Term Disability are mandatory

#### **Start Date:**

As soon as possible

#### **Apply to:**

Diane Boivin, Site Assistant Manager

Pleasant View Lodge, Spirit River, AB

Phone: (780) 864-3766

Email: Resumes@grandespirit.org

#### **Deadline for Submissions:**

Friday, December 27, 2024 @ 9:00 am

#### **Opening Posted:**

Tuesday December 17, 2024 @ 9:00am

The maximum length of this position is 18 months (June 2026), with the option to close sooner