

We're on a quest to find a **Housekeeper** at our **Red Oak Retirement Residence**.

As a valued member of the team, the **Housekeeper** will help us champion our collective commitment to deliver quality service and fulfill our mission to help residents live fully every day.

JOB SUMMARY:

The **Housekeeper** performs general housekeeping activities within the established guidelines for health and safety, infection control and quality management.

KEY RESPONSIBILITIES (but not limited to):

- Receives assignment, assembles required materials and supplies, loads service cart and transports to work area.
- Using specified cleaning/disinfecting/sanitizing agents, and follow specific procedures, work patterns and routines, performs such tasks as: (but not limited to)
 - a. Resident Room Cleaning as per assigned schedule.
 - b. Sweeping, dry/wet mopping.
 - c. Vacuuming and shampooing carpets, wax floor care.
 - d. Spot cleaning walls, windows and doors.
 - e. Dusting and sanitizing/disinfecting furniture, shelves, woodwork, etc.
 - f. Emptying wastebasket.
 - g. Rearranging furniture.
 - h. Daily cleaning and disinfecting of all bathroom floors, fixtures, walls and replenishing supplies.
- Ensures privacy of residents during performance of duties.
- Prepares room for new occupant following prescribed procedures to ensure tour ready at all times.
- Performs other duties as assigned.

KEY QUALIFICATIONS (but not limited to):

- Previous housekeeping experience is required.
- Ability to read, write English and follow written instructions.
- Good understanding of chemical and equipment use.
- Ability to work independently or as a team.
- Strong customer service skills and ability to effectively communicate with residents and staff.

Term: Permanent

Status: Casual

Posting Open Date: July 3, 2015

Posting Close Date: July 13, 2015

Interested applicants are encouraged to apply directly to:

Brian Donohue
General Manager
3501 Campeau Drive

Kanata, ON K2K 0C1

Email: brian.donahue@siennialiving.ca

In accordance with the Accessibility for Ontarians with Disabilities Act 2005, upon request, support will be provided for accommodations throughout the recruitment process