



Employment Opportunity

We are inviting applications for a

Temporary Part-Time Housekeeper

Posting:	#2020-029
Hours of work:	14 hours per week (Sat/Sun OR Sun/Mon)
Start time:	Immediately
End date:	September 30, 2021
Grid level:	Grid 3, in accordance with the Collective Agreement
Submission deadline:	Open until filled
Submit resume to:	Hr@archwaysociety.ca

Our Mission:

We are leaders in empowering women, children and families to live with dignity and respect, free from domestic and sexual violence.

At Archway our goal is to have a strong team working in a well-resourced environment that supports the development and empowerment of women, children and families in our community. Archway is a collaborative environment and we work within a feminist framework that embodies what healthy and balanced team work looks like. Come join us! Create a better world, live a life with purpose, have an impact and join a team that supports and collaborates with you.

Job Summary:

As a member of the Transition House team, this position plays an integral role in the maintenance of a safe and healthy environment for our residents. The Housekeeper performs routine cleaning, minor maintenance and service functions in the Transition House. This includes routine cleaning, minor maintenance and sorting of donations.

Qualifications:

Education and Knowledge, Training and Experience

- High School Diploma or equivalent
- Current WHMIS and FoodSafe certificate
- Current First Aid Certificate
- Or an equivalent combination of education, training and experience.

Key Responsibilities and Duties:

- Cleans, washes and disinfects building areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing and buffing using various manual and power cleaning equipment.
- Collects and disposes of refuse and recycling, including refuse related to donations, and maintains clean refuse and recycling areas; performs spot clean-ups as required.
- Performs minor maintenance such as changing light bulbs, unplugging sinks and toilets, etc.
- Changes and makes beds. Keeps an inventory of linens.
- Assists in the preparation of meals and/or snacks; maintains the food inventory including purchasing groceries.
- Maintains receipts and accurate recording of expenditures for monthly submission to Accounting.
- Participates and contributes as a member on the Transition House Programs Team, including attending and participating positively and productively in staff meetings
- Represents the Society positively and professionally in the community
- Performs other related duties as required.

Additional Job Information:

- This position requires the ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations.
- Program delivery activities may require a moderate level of physical fitness to effectively carry out duties of the position.
- All employees pass criminal records check and sign a confidentiality agreement to the organization.
- This position requires a valid Class 5 driver's license and an appropriately insured vehicle in good running order present at work.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca

Please note that the selected candidate will require:

- A satisfactory Criminal Record Check for working with children and/or vulnerable persons.
- Membership with the BC Government and Service Employees' Union- BCGEU
- A valid driver's license and availability of a personal vehicle in good operating condition for work purposes.