

HOUSEKEEPER**Competition # HK 20-79****August 18, 2020****Housekeeping****Indefinite term, full-time, 80 hours bi-weekly; days, evenings**

Marymound is a non-profit organization offering programming and services to children, youth and families in Manitoba using a strength-based and trauma-informed approach. We believe in finding the good in every young person who walks through our doors. Marymound is guided by its core values: Courage, Collaboration, Respect, Compassion and Spirituality.

Our ideal team member is passionate about making a difference and is committed to empowering the young people we support. We are looking for individuals who will positively contribute to an inclusive, non-judgmental and fun environment. Marymounders are leaders who are confident, resilient and open to trying new things. If you join our team, you can expect a challenging, yet rewarding and fulfilling career.

This position is responsible to provide a clean, sanitary comfortable, and orderly environment for youth, employees, and the public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks which involve exposure to visible blood contamination or reasonably anticipated blood contamination.

Primary responsibilities of the position include:

- Clean offices, meeting rooms, hallways, kitchenette, staff lounge, chapel and outlying building.
- Wash and disinfect washroom floors, toilets, toilet seats, hand towel dispensers and fixtures.
- Replenish toilet tissue, hand towel dispensers and soap as needed.
- Restock supplies including: medical/first aid supplies, housekeeping supplies, coffee and tea for kitchenette.
- Mop floor areas (daily, weekly as required).
- Wash entrance and exit floors.
- Vacuum all carpeted areas.
- Dust all furniture and fixtures as required.
- Clean all glass surfaces.
- Empty all waste baskets and garbage cans - place garbage in outside storage bin.
- Clean entrance and exit including glass, doors and hardware.
- Wash all finger marks from walls, doors, hardware and glass.
- Clean kitchen sinks and counters.
- Report any needed repairs to the maintenance department.
- Set priorities and take initiative - identify issues and problem-solve.
- Prepare rooms for meetings, feasts, board meetings, special events or community affairs upon request.
- Cleans and stores feast/banquet equipment and supplies.
- Use safety precautions in all housekeeping services.

Qualifications:

- Minimum 2 years of directly related professional housekeeping or janitorial experience.
- Current knowledge of commercial cleaning standards and techniques is required; inventory and ordering experience is preferred.
- Ability to keep minor records and requisition supplies.
- Ability to work unsupervised.
- Excellent communication, interpersonal and team-building skills.
- Demonstrates attention to detail and thoroughness.
- Requires the ability to climb, lift and carry, push and pull up to 50 pounds; must be able to move continuously during work hours.
- Ability to work safely in an environment which exposes the worker to noise, dust, dirt, fumes, hazardous/poisonous chemicals, wet or slippery floors, climbing ladders and exposure to sharp objects.
- Satisfactory Criminal Record, Child Abuse and Prior Contact checks.
- Valid Class 5 Driver's license required; daily access to personal vehicle for work purposes is preferred.
- Knowledge of Indigenous customs, traditions & beliefs is an asset.

Marymound offers: competitive salaries, comprehensive benefits and pension package for qualified positions, opportunities for growth and advancement, professional development opportunities, wellness programming, fun events including a yearly staff retreat and staff BBQ's, access to Elders and Indigenous Cultural Services and much more!

Deadline for applications:

Open Until Filled

Salary Range:

A6 Scale \$13.62-16.58

Internal Applicants:	Submit 'Internal Application Form' with cover letter and current resume
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External Applicants:	Submit a cover letter and résumé quoting bulletin # to:
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Competition No. YCP 20-79

Human Resources

442 Scotia Street

Winnipeg, MB R2V 1X4

Or e-mail: careers@marymound.comOr online at <https://www.marymound.com/main/employment-volunteer/available-opportunities/>

We thank all who apply and advise that only those selected for further consideration will be contacted.

Employment opportunities are advertised on our website at www.marymound.com