



JOB DESCRIPTION

Position: Cleaning Staff

Hours: Dayshift (7:30-3:30) Evenings 5-9pm

Length: 1 FT (35 hours weekly) PT (7-20),

Wage: \$17 hourly

Reports To: Centre Manager

Updated: Jan 2022

Review: Jan 2023

GENERAL DESCRIPTION

Agency cleanliness is a foundational component of shelter care that promotes dignity, a sense of safety, security, and respect for shared spaces. Housekeeping staff are responsible for the daily cleaning of all agency areas and limited outdoor areas. Ensuring tidy space, clean and disinfected spaces, allows agency support staff space to meet with clients and focus on case management concerns. Duties of housekeeping include cleaning, sanitizing and disinfecting oversight to all agency offices, common areas, storage spaces, and smoking areas. As a frontline worker, housekeeping staff are crucial team members who are in frequent contact with agency service users throughout their stay.

MINIMUM QUALIFICATIONS

- In recognition of the often high-risk and medically vulnerable clients the agency serves, proof of COVID-19 vaccination status or approved medical or religious exception on file is required
- 1 or more years' experience in commercial cleaning (office areas, industrial settings, etc)
- Prior supervisory work or training is an asset
- Strong sense of initiative
- Able to work independently
- Must have dependable transportation to and from work
- Successful completion of a criminal background check
- Awareness of WHIMIS
- Strong sense of accountability and dependability shown in prior roles



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The following duties outlines the requirements of the Housekeeping Staff positions; all bullet point items noted are used in instances of performance evaluation.

HUMAN RESOURCES

- Understand and adhere to contents of the Human Resource and Employee Orientation Manuals
- Participate in all scheduled staff/team meetings and any scheduled training programs

STUDENT PLACEMENT PROGRAM

- N/A

HOUSEKEEPING

- Cleaning Staff will be responsible for keeping the agency in clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, cleaning and stocking restrooms, washing walls, and removing rubbish.
- Duties include notifying management of the need for repairs in accordance with provided daily check-lists.
- Cleaning of agency client rooms upon discharge per the provided cleaning schedule
- Cleaning of staff offices daily per the provided cleaning schedule
- Cleaning of client and staff common areas daily per the provided cleaning schedule
- Weekly cleaning of client units per provided cleaning schedule
- Ordering of needed cleaning supplies
- Responding to in-the-moment cleaning needs (may include bodily fluids)
- Stocking, organizing, tracking, and ordering cleaning supplies with the Centre Manager

ADMINISTRATIVE/STATISTICS

- Ensure completion of assigned program statistics as required, on-time and complete (no later than 5th business day of each month), specific to inventory tracking of cleaning supplies
- Enter hours worked on weekly timesheets to be submitted in a timely and accurate manner
- Overtime monitored and kept to a minimum, for necessary or emergency deemed situations only and with permission of the Centre Manager only
- Ensure requests for vacation time are submitted to Shelter Manager prior to the 10th of the month preceding the request (if applicable)

Other duties as assigned/applicable to the position as outlined above

I have read and understood this job description: _____ Date: _____