



The Elliott Community Currently has an opportunity for a **Flexible Part-Time Housekeeping Aide**. All qualified applicants please contact Human Resources at humanresources@elliottcommunity.org. ***Applicants will be measured on the basis of their qualifications, skills and work performance. Seniority will be considered when all other factors are deemed equal.***

Flexible Part-Time Housekeeping Aide **Application deadline: Open until filled**

Job Overview:

The Housekeeping Aide is responsible to promote and maintain a safe and clean environment and to provide reassurance and comfort to residents through daily interactions. This promotes resident self-esteem by ensuring that they have a clean room, items are clean within their room and privacy. Plays a key role in the infection control program.

Job Responsibilities:

- Dust and clean all residents rooms and common areas.
- Ensure that all floors are clean and dry.
- Vacuum all rugs.
- Restocks all paper products and hand washing liquids used in public washrooms.
- Cleans windows inside.
- Completes a thorough cleaning of each resident room on a weekly basis.
- Ensures that rooms that become available due to discharge of a resident, are thoroughly cleaned and disinfected.
- Coordinates the cleaning of curtains and public linens with the laundry department.
- Disinfecting of all touch surfaces in common areas.
- Cleaning of resident’s dining room after meals.

Qualifications:

- High School Diploma.
- Criminal Records Check with Vulnerable Sector Screening.
- 1 to 2 years’ experience in a similar role.
- A working knowledge of WHMIS and the chemicals used within the housekeeping department is necessary.
- Must be able to work collaboratively with others.
- Warm and welcoming in dealing with residents, staff and general public.
- Able to maintain control even in the most stressful situations, projecting a professional image for The Elliott Community.
- Effective interpersonal skills.

Requirements:

- Physical:** Requires physical lifting, pushing, pulling of carts and racks.
Manual dexterity required for use of cleaning smaller items, may involve prolonged standing and/or walking.
Exposure to indoor and outdoor temperatures.
Able to climb up or down several flights of stairs. Regular use of senses: sight, hearing, smell and tactile.
- Emotional:** Must be in good physical and mental health.
Must have emotional strength to work with frail and aging residents.
Will also involve numerous time pressures. Skills required for prioritizing and organization.

Hours: Flexible Part Time- Shifts will vary and must be available alternate weekends, as well as public holidays as required.

In support of persons with disabilities, The Elliott Community asks that job applicants with disabilities who require accommodation in the recruitment and selection process, please advise Human Resources if contacted for an interview so that a suitable accommodation can be arranged. (In compliance with AODA, 2005, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly at 519 822 0491.