

## HIRING HOUSEKEEPING STAFF, FULL AND PART-TIME

Position Title:	<b>HOUSEKEEPER</b>
Position Type:	Full-time, part-time and casual available. 7am-3pm, 5pm-9pm, 7 days a week.
Salary: \$	\$17 hourly to start, health benefits after 3 months for full-time, sick time for full and part-time, pension opt-in after 2 years for full-time.
Start Date:	Immediately/September 2022
Location:	Windsor, ON

### POSITION OVERVIEW

The housekeeping staff at the Centre are crucial frontline workers whose work promotes dignity to our spaces, a sense of safety, high infection prevention protocols, and respect for shared spaces.

On a daily basis housekeepers are responsible for the cleaning and identification of maintenance or repair concerns and preparation of shelter units. Work includes cleaning units during client stays and upon discharge, tidiness of exterior parking lot area, office cleaning, laundry duties, ordering of housekeeping supplies, responding to in the moment concerns, and ensuring all areas and high touch surfaces are actively maintained to prevent the spread of infection.

This position suits a reliable, mature individual who excels at attention to detail, creating cleaning charts and protocols, working in a fast-paced environment, and shares the agency philosophies of harm reduction based services.

### GENERAL RESPONSIBILITIES

- Keeping the agency in clean and orderly condition, including perform heavy cleaning duties, such as cleaning floors, cleaning and stocking restrooms, washing walls, and removing garbage, cleaning behind and under furniture, etc;
- Notifying management of the need for repairs in accordance with provided daily check-lists;
- Cleaning of shelter units upon discharge, including assisting shelter staff in bagging and removing any remaining items;
- Cleaning of staff offices;
- Cleaning and disinfecting of common areas daily;
- Responding to in-the-moment cleaning needs (may include bodily fluids);
- Stocking, organizing, tracking, and ordering cleaning and housekeeping supplies with the Centre Manager;
- Exterior cleaning of parking lot and grassy areas with focus on removing debris and garbage and removal of any sharps to appropriate bins;
- Assistance and direction to staff regarding appropriate, safe, best practices for cleaning and disinfecting.

**THE IDEAL CANDIDATE FOR US WOULD HAVE:**

- 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 access to dependable transportation
- Successful completion of a criminal background check
- Awareness of WHIMIS
- Strong sense of accountability and dependability shown in prior roles

## **HOW TO APPLY**

**Apply with cover letter and resume to attention of: Centre Manager, Dawn Toth at [reception@welcomecentreshelter.com](mailto:reception@welcomecentreshelter.com) Applications are accepted on an ongoing/rolling basis.**

**We thank all applicants for their interest; only those selected for an interview will be contacted.** 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

The Welcome Centre Shelter is an equal opportunity employer committed to diversity and welcomes all interested parties to apply. Accommodation will be provided in all parts of our recruitment process as required under AODA. Please advise us in advance if you require accommodation.

**Employer: Welcome Centre Emergency Shelter for Women**

The Welcome Centre Shelter, a registered charitable organization with the CRA, is committed to providing assistance and support to women experiencing homelessness and low-income in the Windsor community through the provision of emergency shelter and transitional housing support programs. Emergency shelter (32 single women and upwards of 25 households with minor children), harm reduction programming for self-identified women, children's recreational support programming, drop-in programming for self-identified women experiencing or at-risk of homelessness, and emergency food pantry services,

**All agency programs/services are provided from a gender-based lens that includes a focus on:**

**HOUSING-FIRST  
HARM REDUCTION  
LOW-BARRIER  
TRAUMA-INFORMED**

**Website: [www.welcomecentreshelter.com](http://www.welcomecentreshelter.com)**