



VACANCY POSTING

POSTING #: UFCW-2022-04 Posting Period : January 21, 2022 – Until Filled	Employee Group: UFCW HOPE Service Workers Position Status: Permanent Part-Time Hours worked per week: up to 24
Position: Housekeeping Aide- PT 9 Wage Range (Jan 2022) Housekeeping: \$21.985 - \$22.657	Department / Division: Corporate & Social Services / Grandview Lodge Location: Dunnville, ON

At Grandview Lodge, each position ensures the Resident's safety as well as their physical, social and recreational well-being and quality of living.

PURPOSE OF POSITION:

Reporting to the Supervisor, Facility Operations, the incumbent will:

- undertake required tasks that ensure the provision of clean clothing and linens for the Residents and staff at the Lodge.

EDUCATION & EXPERIENCE:

- Completion of Grade 11 plus an additional vocational programme of up to one year, or Grade 12 graduation or equivalent.

PLUS

- over one month, up to and including three months current related work experience (experience doing industrial housekeeping would be an asset) and work / life experiences that are necessary for performance of the job and training and adjustment on the job itself.

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- Ability to read and write English
- Proven ability to follow direction
- Proven ability to work independently or as team member
- Proven interpersonal skills to interact with Residents, team members and members of the public

COMPUTER EXPERTISE:

Must be familiar with computer / printer / mouse / Windows to utilize computerized equipment

MACHINES & EQUIPMENT OPERATED - HOUSEKEEPING AIDE:

Duties include but are not limited to:

- Automatic floor scrubber
- Polisher - hi speed

- Vacuum cleaner
- Battery charger
- Carpet extractor
- Any office equipment required to complete assigned tasks

Accountabilities / Tasks

The incumbent is expected to:

- Follow the GVL philosophy of delivering care to Residents by utilizing Montessori and GPA principles.
- Communicate with Residents, visitors and other personnel in a courteous manner.
- Ensure Resident Bill of Rights are respected.

Housekeeping tasks include, but are not limited to, the following:

- clean assigned areas by washing furnishings, floors, windows, walls, carpets and equipment with cleaning solutions and disinfectants.
- clean and disinfect all bathrooms and sink areas.
- strip, wax and polish floors.
- replenish supplies of soap, towels, and other dispensable items;
- load, transport, unload, clean and maintain service cart.
- empty ashtrays / trash baskets
- arrange furniture and equipment in an orderly fashion.
- collect garbage from designated areas.
- request weekly supplies
- complete all housekeeping audits as assigned.
- handle soaps and chemicals according to the Workplace Hazard Information System (WHMIS).
- report all accidents and incidents to the Supervisor, Facility Operations / Charge Nurse.
- report any mechanical failures or hazardous conditions to Supervisor.
- assist with program set-ups.
- undertake "project cleaning", as assigned (project cleaning is heavy / thorough cleaning / work).

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | YES – OPP LE 220 |
| - a pre-hire physical | YES - Physical Demands document available |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.