

# Employment Opportunity

## The Salvation Army Ontario Division

<b>Position Title:</b>	Housekeeper	<b>Competition #:</b>	43/21
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	1 Full time position
<b>Salary Range:</b>	\$14.25	<b>Date posted:</b>	September 10, 2021
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	September 16, 2021

### Applications Accepted By:

Fax at 613 241-2818 or Email at: jobs@saobc.org

**Attention:** Employee Relations Department

**Please no phone calls.**

### Organization Description

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

#### Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

#### Core Values

The Salvation Army Canada and Bermuda has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

### POSITION PURPOSE SUMMARY:

To provide a clean and safe environment at the Ottawa Booth Centre and Anchorage Programs.

### ACCOUNTABILITIES:

- ensures general upkeep of The Ottawa Booth Centre such as common areas, residents' rooms, cleaning floors, washrooms, windows, dusting, vacuuming, collecting and disposal of garbage
- checking, cleaning, moving, arranging and dusting furniture as required
- restocks washroom supplies and distributes received material as required
- follows proper universal precautions while performing duties
- follows hazardous materials procedures
- performs other duties as per assigned for each area of our property
- assists in the prevention of the spread of bedbugs
- required to show courtesy to clients and all those on the property of the Ottawa Booth Centre

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### **Health and Safety**

- adheres to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB
- ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and respected

### **Physical Effort:**

- operate industrial cleaning equipment and tools
- mop and sweep (repetitive motions)
- bend and twist
- occasionally carry out step-ladder work
- lift more than 20 pounds with assistance

### **Working Conditions:**

- may deal with angry and abusive clients
- may encounter verbal abuse

### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

#### **Education, Qualifications and Certifications:**

- High School Diploma or equivalent

#### **Experience and Skilled Knowledge Requirements:**

- 1 to 3 years recent housekeeping experience preferably with an organization that works with the marginalized population

#### **Skills and Capabilities:**

- current WHMIS training
- nonskid CSA approved Safety shoes are required
- bilingual (English and French) is an asset
- must supply a current Clear Police Check

**Hours:** Wednesday to Sunday 8:00am – 4:30pm

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

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