



Employment Opportunity - Ontario Division

Job Title:	Housekeeper	Competition #:	21/23
Department:	Facilities	Status/Position Type:	1 Full time and 2 Part time positions available
Compensation:	\$17.20	Unionized:	Yes
Ministry Unit:	Ottawa Booth Centre	Date posted:	May 3, 2023
Address:	171 George St.	Posting Expires:	May 16, 2023

APPLICATIONS ACCEPTED BY:

Email at: jobs@saobc.org

Fax at 613 241-2818

Attention: Employee Relations Department

Please no phone calls.

MISSION, VISION AND VALUES:

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.

Vision Statement

We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.

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.

TERMS AND CONDITIONS:

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
- checks, cleans, moves, arranges and dusts furniture as required
- re-stocks washroom supplies and distributes received materials as required
- follows proper universal precautions while performing duties
- follows hazardous materials procedures
- performs other assigned duties for each area of our property
- assists in the prevention of the spread of bedbugs
- shows courtesy to clients and all those on the property of the Ottawa Booth Centre

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





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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 Requirements:

- participates in current WHMIS training
- wears nonskid CSA approved safety shoes as required
- being bilingual (English and French) is an asset
- must supply a current Clear Police Check

Salary: non-negotiable starting at \$17.20/hr., increased to \$17.39 at successful completion of probationary period

Hours: FT – Saturday to Wednesday – 8:00am – 4:30pm
FT – Wednesday to Saturday – 8:00am – 4:30pm

PT - Saturday and Sunday – 10:00pm – 6:30am

*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for **all new employees within the Province of Ontario, Social Services sector**. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.*

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

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

