



**Job Description:** Housekeeper

**Date:** January 24, 2019

**Purpose:**

***The Silver Brush is a social purpose enterprise, funded to create sustainable employment opportunities for marginalized individuals facing barriers to employment and who receive support from either ODSP or Ontario Works.***

The Silver Brush is hiring a part-time Housekeeper to join its team at Edmond Place. The Housekeeper, reporting to the Business Manager, is responsible for the efficient and effective cleaning of the properties and grounds of Edmond Place.

These activities include, but are not limited to, the following:

- Cleaning of residential apartment units, designated common areas and offices
- Removing debris from the grounds and properties
- Minor maintenance and repair activities
- Being tactful, courteous and respectful in all dealings with tenants from an anti-racism, access and equity context.
- Working in a safe manner at all times.

### **Responsibilities and Duties**

#### **Residential Unit Cleaning:**

As per cleaning and Maintenance Staff Schedule

- Sweeping and mopping of floors,
- Dusting and polishing furniture,
- Removal of clothing and other items from floors and placing into clear plastic bags,
- Cleaning walls and vents, bathtubs and showers, toilets, sinks and fixtures,
- Cleaning kitchen surfaces and appliances,
- Removal of trash to Customer's recycling room,
- Laundering of sheets and towels (weekly)



### **Minor Maintenance/Repairs:**

- Changes light bulbs, moves furniture and equipment as required to
- complete Cleaning duties

### **Health and Safety**

- Operating and maintaining in a safe working order all tools and equipment used in the performance of the duties of the position.
- Maintaining knowledge of WHMIS legislation applicable to the duties being performed, particularly as it relates to cleaning materials or other chemicals. Ensures that safe practices are followed at all times and applicable safety equipment is used as directed.

### **General:**

- Maintaining an acceptable inventory of materials and supplies required in the performance of the duties of the position. Notifying the Manager when such items need to be purchased.
- Maintaining janitorial closets in a clean and orderly manner.
- Meeting with other staff to review the departmental work plan and schedules. Providing feedback on activities and policies and procedures of the Maintenance Department.
- Ensuring that quality standards for building maintenance are maintained.
- Maintaining good public relations with all tenants, residents and staff while performing the assigned duties from an anti-racism, access and equity context.
- Performing any other related duties that may be assigned by the Manager, Director of Housing, or the Board of Directors.
- Complies with broad agency policies and procedures.
- Represents the organization at all times in compliance with the organization's Policies and Procedures.
- Participates in Edmond Place All-Staff meetings.



## Qualifications

### **Education:**

Not Applicable

### **Knowledge and Competencies:**

Knowledge of Health and Safety Legislation (WHMIS, Occupational Health and Safety Act) or the willingness to learn, practical knowledge of use of cleaning products and equipment, knowledge of AODA anti-oppression practices and their application in providing services in a not for profit setting.

### **Skills and Abilities:**

The Housekeeper should demonstrate competence in the following:

- **Behave Ethically:** Understand the ethical behavior and ensure that own behavior and the behavior of others is consistent with the values of the organization and demonstrate the ability to carry out PARC anti-oppression and anti-discrimination policies and procedures
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak and listen in a clear, thorough and timely manner using appropriate and effective communication tools to maintain positive working relationships with EP tenants, coworkers and PARC / EP staff
- **Focus on Client Needs:** Anticipate, understand and responds to the needs tenants and coworkers to meet or exceed their expectation
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interests of the organization.



- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals and track details and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Experience:**

Demonstrated experience in janitorial, cleaning and/or housekeeping services, including the use of cleaning products and equipment preferably in a not for profit environment.

**Working Conditions:**

The Housekeeper normally works in habituated residential apartments throughout the building and involves the use of commercial cleaning products and equipment. The position requires physical abilities for lifting and moving of furniture and maintenance equipment relative to repairs and other maintenance duties. The Housekeeper position works a 12 hour work week as per the Maintenance staff schedule.

**Wage Rate:** \$15-\$18 per hour

**Application Deadline:**

**Applications must be received no later than February 15, 2019.**

**Please deliver application either in person to:**

*The Silver Brush by the 2<sup>nd</sup> Floor Reception  
1499 Queen St W,  
Toronto ON  
M6R 1A3*

**Or by email:**

*Priscilla Bacquel at [pbacquel@parc.on.ca](mailto:pbacquel@parc.on.ca)*

**\*Please include resume and cover letter**