



CATEGORY: JOB DESCRIPTION  
JOB TITLE: **HOUSEKEEPER  
(SELF CONTAINED UNITS)**  
CATEGORY NUMBER: JD-706-08

**Report to:** Housing Manager  
**Hours of Work:** As designated by the Manager  
**Probation Period:** Three (3) Months

**Position Summary:**

- The Housekeeper is responsible for ensuring a high standard of housekeeping services in the common areas of the senior self contained apartments.

**Duties and Responsibilities**

- Works as part of the staff team to ensure that a high quality of support services, are provided to the tenants.
- Adheres to and participates in the Health and Safety Procedures and Policies of the Foundation and must perform all tasks in a safe and efficient manner.
- Weekly janitorial cleaning of common areas, hallways, meeting rooms, elevator floors, and offices (including but not limited to: vacuuming of carpets, cleaning of floors, cleaning of public washrooms).
- Cleaning of windows (excluding windows two stories or higher), walls in common areas and hallways and elevators (where applicable).
- Keeps an inventory of housekeeping supplies and equipment, and places orders for supplies with the Manager.
- Keeps a record of maintenance items reported to her so that they may be reported to the Manager and/or maintenance personnel.
- Reports to the Manager items or tenant's behavior that may pose potential danger.
- Ensure records regarding cleaning schedules are maintained.
- Responsible for completing the list of duties as outlined for the housekeeping position at the buildings in which they work.
- Be trained in, and follow WHMIS procedures and other work related regulations.
- Must follow the defined lines of communication.
- Other related duties as assigned and/or required.

**Qualifications:**

- Background and proven ability in the area of housekeeping.
- Must be trustworthy and have a sincere respect for all personal property.
- Good communication skills.