



GREATER NORTH FOUNDATION

Senior & Community Housing

10204-104 Avenue, Lac La Biche, Alberta T0A 2C0, Box 154, Lac La Biche, AB

Phone 780-623-3331 Fax 780-623-3636

HOUSEKEEPER/CUSTODIAN

Greater North Foundation

Location: Lac La Biche, Alberta

Reports to: Housing Manager

Hours: 6 hours per week, with potential for additional hours

Wages are in accordance with the Greater North Foundation Salary Grid

Probationary Period: 90 days

Position Summary

The Housekeeper/Custodian is responsible for maintaining clean, safe, and welcoming common areas in the Senior Self-Contained Apartments. Duties may also include cleaning vacant units and assisting with seasonal and larger cleaning projects.

Key Responsibilities

- Complete weekly cleaning and janitorial duties in hallways, offices, meeting rooms, elevator areas, washrooms, and other common areas.
- Vacuum carpets, clean floors, and maintain a high standard of cleanliness.
- Follow policy and procedures, cleaning checklists, schedules, and health and safety procedures.
- Safely use and maintain cleaning supplies and equipment.
- Monitor housekeeping supplies and report shortages or maintenance concerns.
- Report safety, security, maintenance, or tenant concerns to the Housing Manager.
- Maintain accurate cleaning records.
- Clean vacant units and assist with spring/fall cleaning as required.
- Maintain professional, respectful relationships with tenants, staff, visitors, and contractors.
- Maintain confidentiality and professional boundaries.
- Attend required training and perform other related duties as assigned.

Qualifications

- Previous housekeeping, custodial, or janitorial experience is an asset.
- Reliable, dependable, punctual, and able to work independently.
- Strong attention to detail and ability to follow instructions and checklists.
- Good communication and interpersonal skills.
- Ability to safely use cleaning products and equipment.

- Physically able to perform required duties, including standing, bending, reaching, lifting, carrying, pushing, and pulling.
- WHMIS certification or willingness to complete training.
- First Aid/CPR is an asset.
- Satisfactory criminal record/vulnerable sector check may be required.

Personal Attributes

The successful candidate will demonstrate respect and compassion for seniors, professionalism, initiative, accountability, attention to detail, and respect for privacy and property.

How to Apply

Please submit your resume and cover letter by email or upload online.

Email:

Lori Rosychuk, Housing Manager
Greater North Foundation
Lac La Biche, Alberta
Email: llbhous@gnfoundation.ca

Upload Online:

<https://greaternorthfoundation.ca/join-our-team/>

Only those selected for an interview will be contacted.