

## YWCA PETERBOROUGH HALIBURTON JOB DESCRIPTION

**POSITION TITLE:** Housekeeper: part-time position and relief, Monday-Friday

**LOCATION:** 216 Simcoe Street, Peterborough & Stewart Street,  
Peterborough

**BARGAINING UNIT POSITION:**  YES  NO

**# INCUMBENTS:** 1

**# SUPERVISED:**           **Direct:**       0                   **Indirect:**    0

**SUPERVISOR'S TITLE:** Property Manager

### **PURPOSE OF POSITION:**

To clean and tidy all assigned areas in building (three floors with no elevator) accessible by stairs only. Some narrow hallways.

### **MAJOR RESPONSIBILITIES:**

The Housekeeper (part-time) is held accountable for cleaning and disinfection in the YWCA Administration Building.

1. Establishes cleaning and disinfection schedules for all areas of the YWCA Administration building in consultation with the Manager or HR & Administration and the Maintenance Coordinator.
2. Completes cleaning and disinfection tasks following YWCA procedures.
3. Reports items and areas in need of maintenance to the Maintenance Coordinator.
4. Conducts work in accordance with all YWCA health and safety policies and procedures.
5. Follows all YWCA policies and procedures including Confidentiality, Health and Safety, and Ethical handling of donations.
6. Keeps cleaning & disinfection records up-to-date on a weekly or daily basis.
7. Assists with housekeeping duties at other YWCA workplace locations when requested by Manager of HR & Administration.

8. Sets priorities for cleaning & disinfection on a daily basis when requested by Manager of HR & Administration and as agreed by other workplace Supervisors and Maintenance Coordinator.
9. Cleans and disinfects floors, washrooms, kitchen and all other hard surfaces and assigned areas.
10. Has a duty to understand and work within the Occupational Health & Safety Act and its regulations at YWCA building locations.
11. Attends Administration team meetings and training workshops (i.e. WHMIS, CPI, Violence Free Workplace) as required.
12. Assists Maintenance Coordinator with maintenance duties and other related duties as assigned by the Manager of HR & Administration.

**At Crossroads:**

The Housekeeper's work directly affects the safety and well being of shelter residents and staff. Actions or inaction has effects or consequences for all. Situations at the shelter are often of an immediate, emergency nature. The Housekeeper is held accountable for the cleaning and disinfection services provided by her. (Note: cleaning & disinfection duties are shared between Housekeeper & shelter staff.

1. In conjunction with the Shelter Supervisor, establishes cleaning and disinfection schedules for all areas of the shelter.
2. Completes cleaning and disinfection tasks following Crossroads' procedures.
3. Reports items and areas in need of maintenance to the Property Manager and the Shelter Supervisor.
4. Conducts work in accordance with all YWCA and Crossroads' health and safety policies and procedures.
5. Follows all Crossroads' procedures while working at the shelter, including Client Confidentiality, Healthy Workplace, Ethical handling of donations.
6. In conjunction with shelter staff keeps the "Cleaning & Disinfection Log" up-to-date on a daily basis.
7. In consultation with shelter staff and shelter supervisor sets priorities for cleaning & disinfection on a daily basis.
8. Provides informal training and instruction to residents about cleaning products and techniques, as necessary.
9. Attends Crossroads staff meetings and training workshops as required.
10. Other related duties as assigned by the Shelter Supervisor.

**KNOWLEDGE/EDUCATION:**

- Some secondary education and at least one year related experience.
- Experience in and demonstrated knowledge of the safe use and practice of cleaning and disinfection products and techniques. Current WHMIS certificate an asset.

- Demonstrates knowledge of infection control in office building setting.
- Knowledge of crisis prevention & intervention techniques.
- Experience in cleaning offices to meet public health standards.
- Organize reasonable work routines and carry out regular cleaning and janitorial duties independently. Read, understand and follow instructions for use of cleaning equipment, & chemicals.
- Must be able to work alone and co-operatively with others.
- Must be able to understand and maintain confidentiality.
- Must be committed to doing a thorough job while following policies and procedures.
- Writing skills to complete routine records.

#### **DECISION-MAKING:**

Co-operates with Manager of HR & Administration to set daily priorities. Decisions are guided by well established practice, guidelines & procedures, or referred to Maintenance Coordinator for decision.

#### **SUPERVISION:**

**Receives:** Supervision and direction from Property Manager

**Gives:** n/a

#### **COMMUNICATIONS:**

Daily contact with staff, volunteers and program participants in the course of normal duties and as required informing them of significant housekeeping occurrences.

#### **EFFORT:**

Work requires moderate effort most of the time, including pushing, pulling, twisting, climbing. Must be able to lift up to 15 lbs. Must be able to meet the physical and environmental demands of the position as outlined in the Physical Demands Analysis and read instructions to mix chemicals and follow instructions. Exposure to some smells. Wear proper foot wear.

**WORKING CONDITIONS:**

Works an early shift and works with cleaning and disinfection chemicals on a daily basis. Occasionally exposed to health hazards (bio hazards) and contagious conditions. Occasionally works in a shelter setting. Situations could arise that may cause injury, harm or illness to staff. More stringent safety measures are needed to prevent harm, illness or injury.

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SIGNATURE OF INCUMBENT DATE

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SIGNATURE OF SUPERVISOR DATE

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SIGNATURE OF EXECUTIVE DIRECTOR DATE

October 2010  
Revised: March 2016