



Posted: November 18, 2021
Closes: December 2, 2021
Posting #: 11182021

**INTERNAL/EXTERNAL POSTING
HOUSEKEEPING - Minden
Part-Time (3 hours/week)
CUPE Local 3521**

OFFICE LOCATION: YWCA Women's Centre - Minden
START DATE: ASAP
WAGE RANGE: \$18.63 - \$19.78/hr (includes pay equity adjustments to Mar. 2020)
HOURS: Part-Time (3 hours/week)

PURPOSE OF PROGRAM:

The Housekeeper ensures the health and well-being of staff by cleaning and sanitizing all areas of the office (including walls, floors, windows, washrooms, etc.) on a weekly basis as scheduled. The housekeeper complies with all Public Health standards.

QUALIFICATIONS/REQUIREMENTS:

- Experience (at least one year) and demonstrated knowledge of the safe use and practice of cleaning and sanitizing products and techniques
- Experience with proper infection control
- Ability to organize reasonable work routines and carry out regular cleaning and janitorial duties independently
- Ability to follow written instructions for use of cleaning equipment and chemicals
- Must be able to work alone as well as effectively and cooperatively with others
- Knows and complies with the provisions of the Occupational Health and Safety Act (OHSA)
- Experience with cleaning offices to meet Public Health standards
- Able to maintain confidentiality and professional boundaries
- Commitment to doing a thorough job while following policies and procedures
- Current clear Criminal Record Check for Vulnerable Sector screening required
- CPR/First Aid/WHMIS Certificates an asset

Please submit your resume and cover letter by 1:00pm December 2, 2021 to Human Resources via e-mail to: humanresources@ywcapeterborough.org

Full job description available on the YWCA Website.

YWCA Peterborough Haliburton actively encourages applicants from all equity seeking groups. YWCA Peterborough Haliburton embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants and advise that only those selected for an interview will be contacted.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance to Human Resources at humanresources@ywcapeterborough.org.