



Posted: November 11, 2021  
Closes: November 25, 2021  
Posting #: 1112021

**INTERNAL/EXTERNAL POSTING  
HOUSEKEEPING  
Temporary Part-Time (15 hours/week)  
CUPE Local 3521**

**OFFICE LOCATION:** Crossroads Shelter, Peterborough ON  
**START DATE:** ASAP  
**WAGE RANGE:** \$18.63 - \$19.78/hr (includes pay equity adjustments to March 2021)  
**HOURS:** Temporary Part-Time: Friday, Saturday and Sunday – 5 hour shifts (start date: ASAP)

**PURPOSE OF PROGRAM:**

The Crossroads Shelter Housekeeper ensures the health and well-being of shelter residents and staff by cleaning and sanitizing all areas of the shelter (including walls, floors, windows, washrooms, kitchen, mattresses, pillows, furniture, and appliances) on a daily and weekly basis as scheduled. Complies with all Public Health standards for a communal living agency. Responsible for associated administrative tasks.

**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 in a communal setting
- 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 and residential living to meet Public Health standards
- Able to maintain confidentiality and professional boundaries
- Commitment to doing a thorough job while following policies and procedures
- Able to clean: 10 washrooms, all floors and surfaces on all levels of the 3 floor facility, hallways, stairways, room cleaning and sanitizing as required; as well as special areas including fridges, quiet room, children's play room, (children's toys), windows, cleaning carts and other areas as assigned
- 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 4:00pm November 25, 2021 to Human Resources via e-mail to: [humanresources@ywcapeterborough.org](mailto: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](mailto:humanresources@ywcapeterborough.org).*