



## HOUSEKEEPER JOB DESCRIPTION

**Job Summary:** The Housekeeper performs a variety of housekeeping duties to ensure the residence is maintained in a clean and sanitary condition. Assists in maintaining a safe and secure environment for residents, visitors, and other staff members. All duties are performed in the best interest of the residents and their families, and in accordance with VRS Communities Society's (VRS) vision, mission, and value statements.

### **Key Duties and Responsibilities:**

1. Responds to resident or family member concerns and ensures appropriate action is taken within decision-making authority and/or brings to the attention of the Maintenance Supervisor.
2. Effectively communicates and interacts with residents, family members, visitors and volunteers in a courteous and professional manner.
3. Cleans resident suites upon move-out and prepares suites for new occupant.
4. Cleans bathrooms and kitchens fixtures.
5. Removes residents' garbage from suites.
6. Conducts duties in accordance with VRS policies and procedures, as well as, government regulations, laws and policies.
7. Understands and follows all health and safety policies and procedures. Works safely to reduce the risk of injury to self, other staff members and residents. Promptly reports all actual or potentially hazardous situations.
8. Maintains confidentiality of residents' personal information.
9. Cleans and disinfects all common areas including dining room, bathrooms, lounges, activity areas, offices, hallways, stairways and other areas as directed.
10. Cleans and disinfects resident suites including telephone, furniture, kitchen and washroom fixtures, walls, ceilings, lights, vents, mirrors and windows.
11. Dusts furniture and equipment.
12. Sweeps, scrubs, waxes, and polishes floors, using brooms, mops and/or powered scrubbing and waxing machine.
13. Vacuums and cleans/shampoos carpeted areas.
14. Performs cleaning duties according to established procedures
15. Empties and cleans all waste containers and transports garbage to designated area.
16. Makes up beds and changes linen as required.
17. Straightens and rearranges furnishings as directed.
18. Maintains utility and store rooms in a tidy and sanitary condition.
19. Restocks supplies.
20. Reports any damaged or unusable furniture and fixtures.
21. Performs laundry duties as required (sorting, washing, drying, ironing, folding and delivering clean linen and clothing).
22. Attends in-service education sessions, staff meetings, workshops, etc. as required.
23. Performs other related duties as required.

### **Experience and Qualifications:**

- Completion of secondary school education or equivalent
- WHMIS certificate
- Must pass a Criminal Record And Vulnerable Persons Check
- Previous housekeeping experience is preferred
- Must be fully vaccinated against COVID. Proof of vaccination is required upon hire.

**Schedule:** Monday to Friday; 7am-3pm

**Job Types:** Full-time, Permanent