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INTERNAL/EXTERNAL POSTING

HOUSEKEEPER

FULL-TIME, PERMANENT

Competition No. 2018.05.01

SUMMARY OF QUALIFICATIONS REQUIRED

The Housekeeper will provide a high standard of preventative and routine cleaning for the temporary accommodation units and the office floors including individual offices and common areas. The Housekeeper is responsible for ensuring the temporary accommodation units are prepared and fully stocked, as required, and ready for new residents. This position requires regular standing, bending, reaching, walking, stair-climbing, and pushing of various cleaning tools as well as lifting up to 40 pounds.

KEY RESPONSIBILITIES

Temporary Accommodation Units

- Ensure units are clean and properly set up for new residents as per arrival schedule kept by the Team Leader
- Perform cleaning duties of residential units prior to arrival and after departure of clients in accordance with the cleaning schedule, such as:
 - Sweep and mop floors
 - Clean sink, tub, shower, toilet, mirrors
 - Wash walls of grease and scuffs
 - Wash inside and outside of cupboards of grease and scuffs
 - Wash inside and outside of fridge and stove
 - Wash kitchen sink and countertops and wipe down furniture
 - Defrost fridges as necessary
 - Dust surfaces prone to collecting dust
 - Dispose of leftover food items
 - Empty and wipe down waste receptacles
 - Change bed linens
 - Replace burned out light bulbs
 - Wash windows
- Restock the units with standard items such as towels, dishes, pots/pans, bedding, clothes hangers, and basic food items
- Wash, dry and fold laundry items including bed linens, towels, cleaning rags

- Review general condition of the units and notify Team Leader of damages and malfunctioning items needing repair
- Perform final walk-through inspection of the units with an assigned member of Reception Services staff prior to residents moving out
- Assists property staff to do periodic on-site unit inspections as per the schedule set out by the Senior Manager
- Document important information in the communication log book for other Reception Services staff
- Monitor the inventory of household and bedding supplies and report to the Team Leader when restocking is required
- Sweep, mop and vacuum floors/carpets in common areas by temporary accommodation units

Office Floors and Staff Common Areas

- Responsible for daily cleaning and routine maintenance of the office floors and staff common areas, such as:
 - Sweep and mop floors and stairs
 - Vacuum mats and carpeted areas
 - Clean bathrooms, including sinks, toilets, mirrors and fixtures
 - Restock bathrooms with toilet paper and hand soap
 - Wash glass partitions and interior windows
 - Dust surfaces prone to gathering dust
 - Wipe down meeting room tables and furniture
 - Wipe down counters and sinks in kitchens
 - Clean walls of dirt and scuffs
 - Empty and wipe down all waste receptacles
- Report any damages or malfunctioning items needing repair to the Property Manager

General

- Perform emergency cleaning tasks as needed
 - At all times observe safe and hygienic working practices according to Workplace Safety and Health and other statutory legislation
 - Ensure the correct use of cleaning agents on specific surfaces
 - Ensure the safe storage of cleaning tools and chemicals
 - Responsible for the proper care and maintenance of cleaning equipment and materials used to perform required duties
 - Monitor the inventory of cleaning supplies and chemicals and report to the Team Leader when restocking is required
 - Transport all accumulated waste to the outside garbage bins
 - May be required to provide similar housekeeping duties and responsibilities in other MIIC locations
 - All MIIC personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
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QUALIFICATIONS

Essential:

- Able to speak and write in English
- Ability to withstand moderate physical activity
- Ability to withstand exposure to common cleaning and laundry chemicals
- Ability to stand for extended periods, to climb stairs, walk, bend, reach and push cleaning tools as a regular part of the job
- Required to be able to lift up to 40 pounds
- First Aid Certificate and Automated External Defibrillator (AED) Training;
- Demonstrated interpersonal skills to deal with clients, staff and public
- Ability to work effectively in a multicultural workplace
- Ability to work under pressure and perform independently and as part of a team
- Able to work flexible hours if required
- Knowledge of commercial cleaning guidelines and regulations
- Child Abuse Registry and Vulnerable Sector checks

Assets:

- Fire extinguisher use
 - Prior experience working in a cross-cultural and unionized setting
 - Knowledge of a second language
 - Experience in not-for-profit organizations
 - Experience in the social service sector
 - Experience working on temporary/transitional housing facilities
 - Valid driver's license and clean driver's abstract
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EDUCATION/EXPERIENCE

Minimum Educational Requirements:

- Minimum two years' proven commercial cleaning experience
 - High school diploma or equivalent combination of skills, education and relevant experience
 - Workplace Hazardous Materials Information System (WHMIS) Training
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COMPENSATION

As per Union Contract, Classification V.

TO APPLY

Please submit your **resume and cover letter that clearly states the Competition Number** (noted at top) and how you meet the criteria of this position, in confidence to:

Human Resources
Manitoba Interfaith Immigration Council Inc.
Email: careers@miic.ca

Deadline: Thursday, May 17, 2018, 4:00 PM