



1097 Bethune Drive South
Gravenhurst, Ontario, P1P 0A8

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JOB POSTING

DATE POSTED: July 8, 2014

POSITION: Housekeeper/Laundry Aide

NUMBER OF POSITIONS AVAILABLE: 1 Part-time

MUST BE AVAILABLE FOR ALL SHIFTS

QUALIFICATIONS:

- an empathy for and understanding of the needs of the elderly
- experience with housekeeping in a health care facility
- must be familiar with the use of cleaning equipment
- have initiative, good judgment and be able to work independently
- must be able to read, speak and write English and to follow oral and written directions
- ability to co-operate and get along with co-workers
- must be able to do simple arithmetic calculations

JOB DESCRIPTION:

- clean resident rooms including vacuuming, dusting of furniture and knick-knacks
- vacuuming under beds and furniture, change linen, dusting of bed frames, washing of windows, and mirrors and any other cleaning duty as specified
- clean and sanitize all bathrooms including toilet, hand basin, bathtub and shower tiles, floors, vanity and mirrors, following proper policies & procedures including wearing PPE equipment. Change towels & facecloths as needed.
- replenishes paper supplies and soap
- empties garbage cans daily
- dusts light fixtures and window ledges as required
- notes depletion of supplies and monitors equipment
- referral of repairs to Maintenance
- cleans, dusts and vacuums lounges, corridors and all public areas
- launders residents personal clothing, ensuring clothes are returned to rightful owners
- prepares vacated rooms for admissions
- other related duties as required

CLOSING DATE: July 15, 2014