GREATER NORTH FOUNDATION *"Affordable Senior & Community Housing"*	CATEGORY: JOB DESCRIPTION
	JOB TITLE: **HOUSEKEEPER (LODGE)**
	CATEGORY NUMBER: JD-705-08

Report to: Lodge

Hours of Work: As designated by the Manager

Probation Period: 60 SHIFTS

Position Summary:

- The Housekeeper is responsible for ensuring a high standard of housekeeping services in the lodge, in accordance with the Lodge Minimum Standards.

Duties and Responsibilities

- It is the responsibility of the housekeeper to maintain a professional relationship with the residents of the lodge by performing the duties identified for this position in a courteous, efficient manner.

- Works as part of the staff team to ensure that a high quality of support services is provided to the residents.

- Adhere to and participate in the Health and Safety Procedures and Policies of the Foundation and must perform all tasks in a safe and efficient manner.

- Keeps an inventory of housekeeping supplies and equipment, and places orders for supplies with the Manager.

- Keeps a record of maintenance items reported to her so that they may be reported to the Manager and/or maintenance personnel.

- Reports to the Manager items or resident's behavior that may pose potential danger (i.e. cigarette burns in carpet).

- Ensure records regarding cleaning schedules are maintained.

- Responsible for completing the list of duties as outlined for the housekeeping position at the Lodge in which they work.

- Be trained in, and follow WHMIS procedures and other work related regulations.

- Must follow the defined lines of communication.

- Other related duties as assigned and/or required.

Qualifications:

- Background and proven ability in the area of housekeeping.

- Must be trustworthy and have a sincere respect for all personal property.

- Good communication skills.

- Must be pleasant and sincere in dealing with residents, as well as staff members, to provide a warm homelike atmosphere.