

NIGHT WATCH/HOUSEKEEPER – JOB DESCRIPTION

JOB SUMMARY:

The Night Housekeeper is responsible for the maintenance of a clean, safe, and attractive environment in order to enhance the lives of the residents. The Night Housekeeper is also responsible for the security of the building and residents during overnight hours. The incumbent assists in providing support to the residents, their families, and staff.

KEY DUTIES AND RESPONSIBILITIES:

1. General cleaning of the residence and property:
2. Safe and proper use of the vacuum, floor polishers, carpet cleaning equipment, and other equipment as needed.
3. Moving furnishing and décor items as required.
4. Snow removal of all entrances and exits of the building.
5. Obtaining and maintaining proper knowledge for correct use of chemicals in the workplace.
6. Obtaining and maintaining knowledge of infection control procedures and standards.
7. Ensuring compliance with knowledge and understanding of emergency procedures, including but not limited to Fire safety and Earthquake preparedness.
8. Checking residents and responding to emergency calls.
9. Cleaning common areas of the site.
10. Removal of Common area trash
11. Removal of common area recycling
12. Maintain all housekeeping records.
13. Maintaining adequate inventory of cleaning supplies.
14. Ensuring all cleaning equipment is in good repair.
15. Security rounds of the building and property.
16. Responsible for the set-up of continental breakfast, where applicable.
17. Establishing and maintaining positive relationships with residents, families, and staff.
18. Any other duties as assigned by the General Manager and/or Maintenance Manager
19. If working alone, ensure strict adherence to the company Working Alone Policy
20. Other duties as assigned.

QUALIFICATIONS:

- Must be able to perform mathematical calculations for use of chemicals.
- Must be able to use cleaning chemicals and equipment, appropriately and safely.
- Must be able to perform physical tasks as needed.
- Must be attentive to detail.
- Must have the ability to self-motivate.
- Must have the ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with residents and staff.

PLEASE SEND RESUMES TO: molly@vrs.org

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EDUCATION/TRAINING:

- Minimum high school graduation or equivalent.
- Valid first aid certificate.
- Valid WHMIS certificate.

EXPERIENCE PERSONAL

- Must be able to speak English fluently and communicate effectively both verbally and in the composition of written materials.
- Must pass a Criminal Record Check.

****All applicants must be fully vaccinated (at least two doses) against COVID-19. Proof of vaccination is required upon hire.**

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