



**Position Title:** Housekeeper - Casual / On Call  
**Department:** Housekeeping  
**Immediate Supervisor:** Manager of Laundry and Housekeeping

### Nature and Scope

The incumbent, under the direction of the Manager of Laundry and Housekeeping, will primarily perform cleaning activities within well established guidelines and assigned areas. This role provides clean, sanitary, comfortable, orderly and satisfying surroundings for the student, staff and guest residents of the boarding houses, and to all staff and members of the public in all other buildings on campus. The incumbent's quality of work must reflect Brentwood's high standards and our students' expectations. All Housekeeping staff must adhere to all Occupational Health and Safety regulations and ensure the housekeeping areas and equipment is clean and well-maintained.

### Major Responsibilities

- Clean commercial and residential campus buildings, assigned areas (floors, walls, interior and exterior windows), furnishings, and fixtures according to established housekeeping procedures, in keeping with established schedule and as needed/requested;
- Dust low and high places;
- Vacuum, scrub, or sweep all floors. Strip and wax floors with auto scrubber or floor polisher;
- Clean and disinfect all bathrooms by washing floors, sinks, showers, toilets, walls while keeping them fully supplied;
- Move furniture, equipment, and supplies for maximum access to areas to be cleaned. Move tables and chairs and set up classrooms or the dining hall;
- Empty all garbage, compost, and recycle bins daily;
- Use a range of cleaning tools, supplies and equipment to perform tasks (e.g. dry mops, wet mops, sweeps, waxes, Vacuum cleaner, floor polisher, burnisher, auto scrubber, carpet shampooer. Maintain tools and equipment to ensure peak operating performance and reliability;
- Mix water and chemicals in containers to prepare cleaning solutions, according to specifications;
- Report all minor and major repair requirements to your supervisor;
- Perform duties in an environmentally and personally safe manner;
- Safely clean and disinfect where and when necessary, including situations bodily fluid exposure (e.g. blood, vomit);
- Perform emergency housekeeping when accidents occur (overflows, stains on carpet, etc).
- Perform other duties as required.

### Education / Experience

- Completion of high school is required. Completion of post-secondary education is an asset;
- Formal housekeeping or laundry training in a large commercial (hotel or restaurant) or institutional environment is a definite asset;
- Previous WHMIS training is an asset;



**Abilities / Skills:**

- Good Physical conditioning and agility strength is required to perform all requirements of the position on a daily basis, including lifting up to 50 pounds, as well as bending, kneeling, twisting, reaching, stair and ladder climbing (8 feet in height);
- Effective interpersonal and organizational skills;
- Maintain clean and tidy appearance;
- Punctual attendance;
- Ability to work independently and as part of a team. Undertake all aspects of the role without daily/on-going or specific direction;
- Clean and well groomed with good personal hygiene;
- Maintain a clean and tidy work area;
- High personal standards for producing quality work results; possesses a strong work ethic and affinity for cleanliness and sanitation;
- Solid organizational, communication, and time management skills;
- Maintain good working relationships with all students and staff, suppliers, vendors, trades, and inspectors.

**Effort:**

- Work normally requires a moderate to high level of physical effort; occasional to frequent requirement to lift items up to 50 lb.
- Work normally requires a moderate level of manual dexterity for all aspects of fine cleaning;
- At times, repetitiveness of tasks adds to mental effort to remain engaged, positive and supportive.

**Working Conditions**

- Located in a modern campus complex in Mill Bay;
- Successful clearance of a Criminal Record Check is a condition of initial and continued employment.
- Must have frequent and reliable availability to work assigned shifts, and in many cases with little advance notice;
- Day, afternoon and evening shifts of varying duration, including weekends, are scheduled on a regular rotational and relief basis. No guarantee of hours.
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources. Position will remain open until filled.

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