



Job Title: Housekeeping Attendant

Reports to: Facilities Manager

Type: Part-time/ Contract

Effective Date: Immediately

Department: Facilities

Location: Vaughan

Company

Hospice Vaughan

Since 1995, Hospice Vaughan, a not-for-profit Organization, has been providing compassionate support to individuals facing a life-limiting illness or the loss of a loved one. We provide in-home visit by volunteers, day program activities and grief and bereavement support. Our services extend to caregivers, family members and friends who also need support in their time of need and grief. Hospice Vaughan will be expanding to open a new Centre of Excellence 10 bed Residential Hospice Facility that will enhance our services. All our programs and services are free of charge for individuals of all ages. We rely on our generous donors, sponsors, and partners to fulfil our mission.

With a volunteer base of more than 120 volunteers, we offer a community hospice program supporting more than 500 individuals in the community. Our trained staff work with caregivers, community agencies and health care professionals, to offer services throughout the community and at our Woodbridge Centre. Today, Hospice Vaughan offers services to all residents living in Kleinberg, Maple, Woodbridge, parts of Concord and Thornhill.

Position

We are looking for a Housekeeping Attendant to join the Hospice Vaughan team.

Responsibilities

- Work safely in accordance with the Occupational Health & Safety Act, Workplace Hazardous Material Information System (WHIMIS), Ministry of Environment Regulation 309 (Biomedical Waste), and other work-related regulations.
- Disinfect, sanitize all touch surfaces, chairs, common areas, washrooms and other areas within the Hospice.
- Assist in maintaining the cleanliness and organization of the staff area.
- Perform general infection prevention requirements and any related duties as assigned, such as use of various cleaning equipment, vacuuming, spot cleaning, sweeping, mopping floors, emptying waste receptacles, wiping counter areas, workstations, keyboards, etc., and cleaning other patient and staff common areas.
- Restock single unit dispensers containing soap, towels, toilet paper, as well as client linens.
- Clean and vacuum where applicable.
- Gather and dispose of garbage and linens.
- Observe/ practice all health & safety procedures, regulations and Company policies.
- Wear required PPE where indicated and follow safe work instructions.
- All other duties that management may assign.



Working Conditions

- Physical Demands: Must be able to lift 40 lbs.
- Standing for long periods of times
- Kneeling & bending required

Qualifications, Experience & Requirements

- Grade 12 diploma or equivalent
- Previous cleaning experience is an asset.
- Able to effectively communicate both verbally and in writing.
- Must be a reliable, motivated, enthusiastic team player, willing to assist as needed.
- Reliability, professionalism, and discretion

Salary

- \$18/ hour

Hours of work

- 20 hours/ week
- Ability to work flexible shifts (days, evening, weekends & holidays)