



Housekeeper - Part-Time Evenings
Competition 22-HCL-Nov 23
Internal/External

At Westwinds, We care.

We care about our people, our properties, and the communities we call home. It's this care that differentiates us from other organizations and goes into everything we do—from food service to facility maintenance.

It's the care our over ninety employees located in Foothills Region, south of Calgary provide to our seniors and families that ensures our exceptional hospitality and high quality customer service. We are currently looking for an exceptional individual to join our team at **High Country Lodge in Black Diamond.**

The Housekeeper is responsible for housekeeping, laundry, linen and general cleanliness of the Community's supportive living by ensuring a high standard of service is maintained. The Housekeeper is also responsible for housekeeping and general cleanliness of the Community's independent living, family and affordable housing programs.

The Candidate

The successful candidate will be a Westwinds ambassador providing consistent high quality cleaning service to all clients of Westwinds. Must possess strong customer service, interpersonal and decision making skills with the ability to respond calmly and professionally to all situations. A demonstrated ability to work within a team environment with a flexible, willing and positive attitude.

Requirements:

- Responsible for general Community cleaning duties to ensure sanitation standards are exceeded which may include but is not limited to:
- Keep Community safe and well maintained. Routine and annual cleaning of common areas, hallways, restrooms, corridors, elevators, stairways, staff rooms, offices, storage rooms and other work areas so that health standards are met. Replenishes supplies.
- Routine and annual cleaning of client suites/units including linen changing, dusting, flooring, walls, furniture, windows, frames, fixtures, empty garbage's, replenish supplies, shampoo carpet and sanitizes bathroom as scheduled.
- Completes suites/units cleaning upon turnover.
- Maintain, disinfect equipment and supplies.
- Community laundry service.
- Responsible for the safe and effective use of Westwinds equipment.
- Assists in maintaining department inventory including ordering, receipting and storing. Also monitors equipment functioning.
- May be required to assist with Food Service general cleaning and meal service.
- Observes precautions required to protect Community and client property, and report damage, theft, and found articles to Supervisor/Centre Coordinator.
- Assist in the set-up, take down and clean-up for special functions.
- Supports the Centre Coordinator in any emergency situation.
- May provide relief coverage for the Housekeeping Supervisor/Centre Coordinator.
- Promotes and actively participate in the Westwinds' Health and Safety program.
- Attends various committees and training sessions as requested by the Westwinds.
- Performs other duties as assigned.

Qualifications:

- High School grade twelve (or equivalent), with a minimum of one year's previous commercial housekeeping experience.
- Proven customer service philosophy.
- Good organizational and time management skills with the ability to prioritize tasks.
- Must have a flexible, willing and positive attitude.
- Good communication skills (English) – both oral and written in addition to basic math skills.
- A demonstrated ability to work within a team environment.
- Able to work with minimal supervision.
- WHMIS and basic food safe certification.
- Must be in good health, physically fit, able to walk and lift, with no history of back problems – a medical may be required.
- Must possess basic computer literacy.
- Willing to be COVID-19 vaccinated prior to commencing employment.
- In good health and physically fit.

Hourly Range: Housekeeper \$18.51 – 21.06

Shifts are: 3:45 pm – 12:00 am

- Position will require additional availability including evenings, weekends and holidays.
- 3 shifts one week and 4 shifts the next week (27.125 hours/week)

Location: High Country Lodge, Black Diamond, AB

The successful candidate will be required to obtain a **Criminal Records Check** and provide **COVID vaccination verification**.

If you are energetic, highly motivated, a capable professional and enjoying working in a fast paced team environment, please apply indicating competition #2022-HCL- Nov 23.

Deadline for Applications: November 28, 2022

Westwinds Communities embraces our differences and is committed to inclusiveness, equity and accessibility. Please advise us if you require us to arrange for accommodation during the selection process. We thank all applicants for their interest in Westwinds; however, only those candidates who are selected will be contacted.

Westwinds is the leading provider of affordable housing within the Foothills Region, which includes affordable rental housing, senior's lodges and seniors independent living within Foothills County. Westwinds also operate a rent supplement program for those living in Foothills County and surrounding area. Over the past sixty years, more than 12,000 households have benefited from our programs and services.

Visit our website at www.westwindscommunities.ca

Job Type: **Part-time**

Deadline: **November 28, 2022**