

THERECC.CA

JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

Housekeeping

Full Time / Part Time

WAGE: Negotiable

Housekeeping staff are dedicated and hard-working team players who assist in providing a welcoming atmosphere for RECC members and guests. Through routine cleaning of all areas of the facility, from rest rooms to arena bowl to pool deck, housekeeping staff ensure a sparkling clean presentation of the facilities for all users. Housekeeping staff are required to work independently much of the time, must be self-motivated, take initiative, and routinely practice healthy communication skills with all teammates, supervisors, members, and guests. Occupational Housekeeping staff ensure all tasks are completed with a focus on risk reduction and safety promotion and adherence to all safety guidelines, relaying maintenance concerns and safety hazards to the Housekeeping Coordinator or Operations Staff, as appropriate. Health and Safety standards, RECC policy, and RECC safe work practices

Duties and Responsibilities

RISK MANAGEMENT

- ▶ Actively participate in risk reduction during every shift, maintaining detailed knowledge of the RECC Emergency Response Plan.
- ▶ Perform routine safety checks of the facility during shifts, identifying concerns that impact users, staff, or represent safety hazards, providing timely resolution of issues when appropriate, or communicating needs and concerns to the Housekeeping Coordinator/Operations Team.
- ▶ Follow procedures for the safe use of all equipment, materials, tools and chemical cleaners required for this role.
- ▶ Mix detergents in containers according to specifications on Safety Data Sheets.
- ▶ Adhere to all RECC occupational health and safety policies, assuming an active role in risk reduction, and promoting safety for all staff, members, and users through regular and effective reiteration of these guidelines as required.
- ▶ Respond to both injuries and incidents in a manner that reflects the standard of training under which you were certified, ensuring employment of all protective/barrier equipment.
- ▶ Ensure all Incident, Accident and First Aid Reports are forwarded to the Director of Operations within 24 hours.

! Current Criminal Record and Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin. Wage offered is based on previous experience and level of training and/or certifications.

COVER LETTER + RESUME SUBMISSION: DIRECT TO ▶ LMCCORMICK@THERECC.CA

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Duties and Responsibilities Continued

Support Services

- ▶ Adhere to the daily cleaning schedules, prioritizing urgent requests as required.
- ▶ Work in an efficient manner that maximizes the use of both time and resources.
- ▶ Provide thorough cleaning on a daily basis of change rooms, washrooms, foyers, atrium, meeting rooms, and other areas used by the public.
- ▶ Restock supplies in washrooms and supply closets, as required.
- ▶ Clean floors by sweeping, mopping and/or scrubbing, and vacuuming, ensuring attention to corners, cracks, and other small spaces.
- ▶ Gather and empty trash / recycling from all receptacles in rooms, washrooms, change rooms, and common areas.
- ▶ Regularly inspect and clean glass in all reachable areas of the facility.
- ▶ Wipe down walls, as required
- ▶ Ensure detailed cleaning of washrooms.
- ▶ Remove fingerprints and dust everywhere you find them.
- ▶ Deep scrub one Change Room per night, as per the schedule.
- ▶ Provide support in cleaning of dressing rooms when Operators are running behind.
- ▶ Provide a deep cleaning of the dressing rooms each day.
- ▶ Assist Operators with room set up and tear down or event set up and tear down as required, and under the direction of the Housekeeping Coordinator or Director of Operations.

Administrative

- ▶ Submit requests for equipment and supplies directly to the Housekeeping Coordinator or Director of Operations.
- ▶ Ensure accurate and objective documentation of all incidents, accidents, safety concerns, and team issues, with timely submissions made to the Housekeeping Coordinator or Director of Operations.
- ▶ Ensure all staff injuries are reported immediately to the Director of Operations.
- ▶ Remain current on all new OHS, Operational, and SOP policies issued.
- ▶ Participate in the annual review process.
- ▶ Other duties, as assigned by the Housekeeping Coordinator or Director of Operations.

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Qualifications

- ▶ Minimum 1-year experience in janitorial service in a public facility
- ▶ Experience working with cleaning chemicals and equipment
- ▶ WHMIS (current or willing to obtain)
- ▶ Able to accommodate flexible scheduling, incl. nights, weekends, holidays
- ▶ Willing to work extra hours during events and/or facility bookings
- ▶ Standard First Aid & CPR (current or willing to obtain)
- ▶ Able to work independently and as part of a team
- ▶ Able to be flexible, in a fast paced and multi-tasking environment
- ▶ Able to establish and maintain respectful, cooperative, and professional working relationships with RECC staff, members and visitors
- ▶ Able to consistently adhere to Occupational Health and Safety and RECC policy and procedures.
- ▶ Able to demonstrate problem solving skills and attention to detail



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