

BRIDLEWOOD TRAILS

RETIREMENT COMMUNITY

Riverstone Retirement Communities – Bridlewood Trails

Position: Housekeeper

Location: Ottawa, ON

Employment Type: Part-Time, Various Shifts

Reports to: Director of Care

We're putting a new face on the look of retirement living in Ottawa. Designed and built by Claridge Homes and operated by Riverstone Retirement Communities, our residences offer an unmatched level of comfort, dignity and style. Riverstone Retirement Communities provide a highly respected continuum of care that ensures all residents are happy and healthy in their retirement. They also feature a host of amenities and services, enabling people to create the lifestyle they deserve. Properties include a first-rate team of professional staff offering a selection of care alternatives: independent living, residential care and assisted living.

Our continuously growing team is currently seeking a part-time housekeeper to join our Bridlewood Trails residence in Kanata South.

QUALIFICATIONS:

Education:

- Grade 12 minimum

Background:

- Two years or more experience, preferably in health care setting
- Excellent communication skills

Personal Requirements:

- Work as part of a team
- Capable of adapting to different situations and change
- Keen interest in working with seniors

FUNCTIONS:

- Maintain a clean, safe environment in the residence
- Clean, dust, vacuum resident suites, common areas (i.e. lounges, corridors, elevators, etc.), offices, staff areas and other assigned areas according to Riverstone RC policies and procedures
- Sanitize resident suites and other assigned areas as per Riverstone RC infection control policies and procedures
- Clean vacant rooms and prepare suites for new move-ins as instructed by ESM or their designate;
- Clean and sanitize resident bathroom and all washrooms in the facility including all fixtures, tiles, floors, vanity and mirrors
- Collect and dispose of refuse and dirty laundry from resident suites, common areas (i.e. lounges, corridors, elevators, etc.), offices, staff areas and other assigned areas in accordance with Riverstone RC policies and procedures
- Clean and restock housekeeping carts daily
- Report any repairs or maintenance needed in your work areas to the front desk, or directly to the ESM

To apply please email your resume and references to **Jason Gordon, jgordon@riverstoneretirement.ca** or call **613-595-1116**