



**Riverstone Retirement Communities – Oakpark**

**Position:** Housekeeper

**Location:** Ottawa, ON

**Employment Type:** Part-Time, Various Shifts

**Reports to:** Environmental Service Manager

**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;
- General repairs to the building, equipment and furnishings;
- General renovations of rooms including painting, wallpaper and surface repairs;
- Provide maintenance services as scheduled;
- Maintain the effectiveness of building mechanical, electrical and fire detection and safety systems;
- Minor adjustment to the building mechanical, electrical and fire systems as deemed necessary and directed by the ESM;
- Routine surveillance of the grounds, including parking lot and underground garage. Maintain the grounds in a neat and tidy fashion;
- Maintain a high level of safety and security for residents, staff and visitors;
- Assist in maintaining preventive maintenance program;
- Assist in maintaining an adequate inventory of maintenance supplies for day-to-day use;
- Notifies ESM of all equipment and building areas in need of repair and develops an action plan.

To apply please email your resume and references to **Denise Custodio**, [dcustodio@riverstoneretirement.ca](mailto:dcustodio@riverstoneretirement.ca) or call **613-260-7144**