



**Riverstone Retirement Communities – Stirling Park**

**Position:** Housekeeper and Laundry Attendant

**Location:** Ottawa, ON

**Employment Type:** Full-Time, Various Shifts (60 hours bi weekly)

**Start Date:** July 13<sup>th</sup> 2020

**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;
- Report any repairs or maintenance needed in your work areas to the front desk, or directly to the ESM;

**RESPONSIBILITIES TO HEALTH AND SAFETY:**

- Is aware of employees' responsibilities and follows all Health and Safety policies and procedures as set out in the department manual;
- Works safely to reduce the risk of injury to self, co-worker and residents;
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor. Does not operate or use faulty equipment;
- Wears personal protective equipment (or clothing) as required by task, MSDS or company policy;
- Promptly reports personal injury to supervisor and seeks first aid as needed;
- Participates in fire safety demonstrations and fire drills, and is knowledgeable of the home fire and disaster plan;
- Continued employment is dependent upon participation in annual training program of WHMIS, Fire Drills, Resident Abuse, CPR, Safe Food Handling, Infection Control, etc., as per RHA and other provincial legislations.

To apply please email your resume and references to [hr@riverstoneretirement.ca](mailto:hr@riverstoneretirement.ca)

**Internal employees must inform managers on intent to apply**