



External Job Posting

Position Title:	Housekeeper – Relief	Pay Grade:	As per collective agreement
Position Type:	Relief (on call as needed)	Hours of Work:	Varied
Reports To:	Supervisor	Date Posted:	June 15, 2020
Union:	Public Services Alliance of Canada	Closing Date:	June 29, 2020
Competition Number:	2020-PSA-22	Number of Positions:	Three (3)

Position Overview

At Wequedong Lodge, our Employees are dedicated to ensuring a safe, comfortable and culturally appropriate environment for our clientele. Established in 1984, the mandate of Wequedong Lodge is to provide accommodations, including meals, translation, transportation and referral services to First Nations (on and off reserve), Metis and Inuit clients accessing medical care in Thunder Bay. We are currently looking for a compassionate and considerate individual who has a flare for customer service to join our growing team.

The Housekeeper is responsible for maintaining the cleanliness of the Lodge. The Housekeeper must have an adequate knowledge of housecleaning methods and of the use of cleaning supplies. The Housekeeper reports to the supervisor.

This position is covered by the Terms and Conditions of the Public Service Alliance of Canada Collective Agreement.

Qualifications

The Housekeeper – Relief must have:

- A minimum of two (2) years' experience in providing housekeeping services in a health care or institutional setting.
- An adequate knowledge of cleaning methods, use of equipment, and of cleaning supplies.
- A valid First Aid/CPR Certificate.
- The ability to meet the physical demands of the job and be able to lift a minimum 40lbs.
- Fluency either in Ojibway, Oji-Cree or Cree would be considered an asset.
- An understanding and an appreciation of Indigenous people and their culture.



Duties and Responsibilities

The Housekeeper is responsible for:

- Maintaining a daily schedule of housekeeping services, which will allow for the cleanliness of the facility.
- Maintaining a neat and clean cart, equipment, storage rooms, and supplies.
- Maintaining a housekeeping inventory of cleaning supplies, bedding, equipment, and linens.
- Reporting to the Lead Supervisor any supply/inventory needs, maintenance or repairs that are required.
- Participating in monthly department meetings, as well as any other staff meetings.
- Wear the required work uniform and PPE as required.
- Performing other duties deemed necessary by the Lead Supervisor.

Application Process:

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (2020-PSA-22), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
656 City Road, Box 17, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365
Email: hr@weqlodge.org

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kkaing@weqlodge.org

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.