

# **Nova Pacific Care Inc.**

## **The Camelot**

**Executive Housekeeper: Temporary Full Time Position**

Responsible To: The House Manager

- Responds immediately and appropriately to all resident emergencies
- Responsible for the housekeeping and heavy laundry of each suite once a week in conjunction with part time housekeeping staff (where applicable) -- heavy laundry consisting of stripping bed linens and towels, remaking beds, and delivering dirty linen in marked laundry bag to the commercial laundry room
- Responsible for the general cleaning of hallways and common laundry rooms once a week
- Responsible to clean unsold suites in consultation with the House Manager
- Responsible for cleaning the Guest Suite when occupied by guests
- Responsible for ordering, stocking, and maintaining housekeeping supplies
- Responsible for providing a monthly inventory of all equipment and supplies to the House Manager
- Responsible to maintain and monitor an on-going product list
- Responsible for training and supervising the part-time and casual housekeepers
- Supports a sense of community in conjunction with all staff
- Maintains resident and staff confidentiality
- Performs all work within the standards and philosophy of The Camelot

### **Qualifications:**

#### **Specific**

- Experienced in housekeeping
- Experience with older adults

#### **General**

- Team Member
- Flexible
- Motivated and enthusiastic
- Responsible
- Able to work independently
- Attentive to detail

Wages: Starting Rate: \$20.61  
1 Year Rate: \$21.01  
2 Year Rate: \$21.43

Benefits: Work Safe, EI, CPP, Extended Health & Dental  
Hours & Days: Monday to Friday, 8:00 am to 4:00 pm