

EMPLOYMENT OPPORTUNITIES



NISICHAWAYASIHK

CREE NATION

Employer: NCN Women's Shelter

Deadline: Wednesday, February 1, 2023

Wage Range: Negotiable

Position House Keeper

Start Date: ASAP

Ref #: NCN 2023-01-18-001

POSITION OVERVIEW:

Reporting to the Dietary Supervisor the Shelter Housekeeper is responsible for the cleanliness, health, and sanitation of the shelter building. The Shelter Housekeeper will also assist with other operations within the building, including stocking of essential supplies and assists in preparing and serving meals to clients.

Essential Functions:

- Maintains health and sanitation standards of the shelter building by utilizing checklists provided and amended by the Dietary Supervisor
- Performs daily cleaning of the shelter building including common areas, such as the foyer, dining room, common room, laundry room, playroom, boardroom, etc. the staff work area, front desk area, staff bathrooms, and staff offices
- Assist with the completion of kitchen and house laundry
- Empties all recycling bins and trash receptacles
- Assists the Dietary Supervisor with the set-up, serving and cleans up after meals as needed
- Prepares meals, supervises meal service and cleans up after meals when the Dietary Supervisor is not on duty
- Sorts and put away all client's belongings in a timely manner
- Assists in cleaning and preparing client's bedrooms when clients exit
- Identifies minor maintenance issues and communicates them to Dietary Supervisor
- Maintains inventory of cleaning supplies and materials used by clients, alerts Dietary Supervisor when supplies need to be restocked
- Performs other duties assigned.

If you are interested, please forward your cover letter, Criminal Records Check and resume to:

Nora Thomas, Human Resource Administrator

Nisichawayasihk Cree Nation

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