

Wequedong Lodge of Thunder Bay

Housekeeper

Position Description

1) **Position Summary:**

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

2) **Qualifications:**

The Housekeeper must have had a minimum of two (2) years' experience in providing housekeeping services in a health care or institutional setting.

The Housekeeper must have an adequate knowledge of cleaning methods, use of equipment, and of cleaning supplies.

The Housekeeper must have an up-to-date First Aid/CPR Certificate.

The Housekeeper must be able to meet the physical demands of the job. The Housekeeper must be able to lift a minimum 40 pounds.

The Housekeeper should be fluent in Ojibway, Oji-Cree, or Cree.

3) **Duties and Responsibilities:**

The Housekeeper will maintain a daily schedule of housekeeping services, which will allow for the cleanliness of the facility.

The Housekeeper must maintain a neat and clean cart, equipment, storage rooms, and supplies.

The Housekeeper will maintain a housekeeping inventory of cleaning supplies, bedding, equipment, and linens.

The House keeper must wear the required work uniform at all times.

The Housekeeper will order housekeeping supplies and other household effects on an as required basis, and will maintain a record of these orders.

The Housekeeper will report to the Field Supervisors any maintenance or repairs that are required.

The Housekeeper must participate in monthly Cook and Housekeeper meetings, as well as any other staff meetings.

The Housekeeper will perform other duties deemed necessary by the Field Supervisors.