



## External Job Posting

<b>Position Title:</b>	Housekeeper	<b>Pay Grade:</b>	\$18.02/per hour
<b>Position Type:</b>	<b>TEMPORARY Full-time</b> (40 hours per week) until September 3, 2024	<b>Hours of Work:</b>	Monday-Friday 7:00 a.m. – 3:00 p.m.
<b>Reports To:</b>	Supervisor	<b>Date Posted:</b>	September 5, 2023
<b>Union:</b>	Public Services Alliance of Canada	<b>Closing Date:</b>	September 19, 2023 by 4:00 p.m.
<b>Competition Number:</b>	2023-PSA-46	<b>Number of Positions:</b>	One (1)

### Position Overview

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.

### Qualifications

The Housekeeper 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.
- 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 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 Supervisor.

### **Application Process:**

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2023-PSA-46**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay  
678 City Road, Fort William First Nation, ON P7J 1K3  
Fax: (807) 626-9365

Email: [HR@weqlodge.org](mailto:HR@weqlodge.org)

Preference will be given to qualified Indigenous applicants.

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 [kwright@weqlodge.org](mailto:kwright@weqlodge.org).

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Evidence of full vaccination will be required prior to the start of employment in accordance with our COVID-19 Vaccination Policy.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

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