



MPA Society

Empowerment in Mental Health since 1971

March 14, 2019

JOB POSTING

POSTING NUMBER: 2019-17

POSITION: Housekeeper
Regular Full Time

UNION: HEU Community Agreement

PROGRAM: Hampton Hotel
Vancouver

SALARY RANGE: Grid 5: \$18.50 - \$20.42

HOURS OF PAY: 37.50 hours per week

SCHEDULE: Monday to Friday: 1400 hrs – 2200 hrs

START DATE: ASAP

All candidates subject to a criminal records search.
Qualifications and job description attached.

Please indicate posting number 2019-17 when sending applications and resumes to hr@mpa-society.org

Internal Applicants no later than 4 p.m. Thursday, March 21, 2019.

** Days and hours of work may change.

cc Union
File



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Job Description – Housekeeper

Hampton Hotel

Position: Hampton Housekeeper

Grid Level: 5

Collective Agreement: Community Subsector Association

Reports To: Program Coordinator, Hampton Hotel

JOB SUMMARY:

The Hampton Housekeeper is responsible for the physical cleanliness and upkeep of the Hampton rooms and common areas. Performs housekeeping duties such as sweeping, mopping floors, vacuuming, dusting, laundry, light maintenance, and washing walls, windows and ceilings. Though working independently he/she must be able to develop and maintain a good working relationship with the other MPA staff at this worksite.

DUTIES AND RESPONSIBILITIES:

- a. Change sheets and linen according to a predetermined weekly schedule.
- b. Maintain inventory control of the linen and janitorial supplies.
- c. Purchase janitorial supplies.
- d. Monitor garbage disposal in rooms and common areas.
- e. Clean bathrooms – floors, sinks, toilets, shower stalls, walls.
- f. Refill toilet and bath supplies as necessary.
- g. Sweep and mop hallways and common areas.
- h. Monitor and perform ongoing pest control.
- i. Launder unusually soiled linens.
- j. Monitor cleanliness of rooms and do monthly room checks; report problem tenants to Hampton mental health workers for follow up.
- k. Perform semi-annual strip and waxing of floors.
- l. Monitor residents currently on T.E.P. program performing cleaning tasks.
- m. Perform back up assistance to Hampton staff in emergency situations.
- n. Clean and set up vacated rooms.
- o. Replace light bulbs.
- p. Perform other related duties as assigned.



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EDUCATION, TRAINING AND EXPERIENCE:

- a. Grade 12
- b. Building Service Workers Certificate.
- c. Certificates in CPR, First Aid, or an equivalent combination of education, training, and experience, or other qualifications determined to be reasonable and relevant to the level of work.

SKILLS AND ABILITIES:

- a. Ability to communicate effectively, both verbally and in writing.
- b. Ability to deal with others effectively.
- c. Physical ability to carry out the duties of the position.
- d. Ability to operate related equipment.
- e. Ability to organize work.