

JOB POSTING **(Internal/External)**

POSTING NUMBER: 2021-070

POSITION: Regular Part-Time (RPT), Cleaner, Community and Volunteer Services (CVS) and Transitional Shelter Services (TSS)

Current Rotation: CVS Saturday-Sunday 23:00-07:00/ TSS Monday- Tuesday 07:00-15:00

Unifor Local 8300 Wage Scale and Group Benefits. RRSPs after 3328 hours.

CLOSING DATE: Send your resume and cover letter, quoting posting number **2021-070**, to hrrecruitment@sqhottawa.com no later than **4:00 p.m. on July 22nd, 2021**

SUMMARY

Shepherds of Good Hope is one of the largest not-for-profit organizations dedicated to meeting the needs of homeless and vulnerably-housed individuals in the city of Ottawa. Many individuals who access our programs and services live with trauma, mental health challenges and addictions. A leader in supportive housing and harm-reduction, Shepherds of Good Hope provides around-the-clock, comprehensive services to both women and men in multiple locations across the city. By offering innovative programs and services in a non-judgmental environment, we are creating a community for all through acceptance, compassion and care.

RESPONSIBILITIES

The cleaner will be part of a team of cleaners responsible for keeping our buildings in a clean and orderly condition, under the direction of the Manager, Facilities Services. Regular duties include:

- Sweep, mop, polish, and refinish floors; vacuum and shampoo carpeted areas; dispose of garbage and recycling; clean halls, offices, board rooms, restrooms and lunchrooms; wash walls, windows and upholstered furniture as assigned.
- Clean kitchens and bathrooms; disinfect and polish fixtures and appliances.
- Clean and disinfect elevators.
- Pick up debris and empty trash containers.
- Maintain cleaning equipment.
- Additional duties as required.

QUALIFICATIONS

- Minimum of grade 10 required.
- Previous cleaning experience.
- Ability to lift up to 50 pounds (23 kilograms) and operate mechanical cleaning equipment.
- Ability to read text and communicate orally in English.
- Ability to work well with others and to work in the presence of clients.
- Time management skills and the ability to prioritize tasks with minimal supervision.
- Strong attention to detail.

Please note that you do not need to be trained in the specific program being posted to be a successful candidate. SGH will provide training to candidates when awarded a new position.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process and we will work with you to meet your needs.