



## EMPLOYMENT OPPORTUNITY

### HOUSEKEEPER Part Time Position

#### FUNCTION

This position is to provide a safe, clean and friendly environment while efficiently serving members and customers during their visit to the Sault Ste. Marie YMCA.

#### HOURS OF WORK

Part time hours for weekend shifts and partial weekdays

#### DUTIES INCLUDE

- Cleaning locker and shower area
- Cleaning hallways, stairwells and various rooms throughout the facility
- Stocking supplies: towels, soap, paper products, etc.
- General housekeeping duties: emptying garbage and recycling containers, dusting etc.
- Room set-up for events

#### QUALIFICATIONS REQUIRED

- Housekeeping experience
- Customer Service experience
- WHIMIS training
- Current Standard First Aid and CPR certifications are required
- Current Criminal Record with Judicial Matters Check required

#### COMPETENCIES REQUIRED

- Planning and Organizing – manages time in order to concentrate efforts on priority projects.
- Problem Solving – responds quickly to problems, which threaten YMCA quality and service.
- Concern for Health and Safety – Acknowledges and understands how to manage and educate others of risk and harm reduction.
- Quality Focus – Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Initiative – Does the right thing at the right time without being asked.
- Teamwork – The ability to work effectively with other to achieve optimal, collective results.
- Commitment to Organization Vision and Values - demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA

*The Sault Ste. Marie YMCA values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*

PLEASE SUBMIT RESUME TO:

Nick Leclerc, Facilities Manager

Sault Ste. Marie YMCA

235 McNabb Street, Sault Ste. Marie, ON P6B 1Y3

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