

Job posting: Housekeeping

Manual: Human Resources

Reports to: Environmental Services Manager

Approved by: CEO

ABOUT SHALOM VILLAGE

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our independent living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing them with the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village has something for every Hamilton senior!***

**Founded by the Jewish Community, for the benefit of all individuals throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. Shalom Village welcomes and celebrates individuals from all backgrounds and faiths.

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all who live, work, volunteer or visit at Shalom Village.

Acknowledge: We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.

Together: We will support each other and believe that together we can achieve anything.

Home: We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.

Organization: We will strive for learning, innovation, accountability, transparency, and excellence in all we do.

Memories: We will share memories and create new ones through relationships, sharing, and celebrations.

Enablement: We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of fundraising to bring people together to support the hundreds of seniors whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we work together to improve the lives of Hamilton area seniors.

Job Description

- Maintains high standards of cleanliness and sanitation throughout Shalom Village by cleaning and sanitizing rooms and furnishing in assigned work areas following established policies and procedures.
- Reports to: Coach of Environmental Services
- LTC or NH

Responsibilities and Duties

- This position has a key accountability for resident safety by assessing for and noting any safety issues during the undertaking of their duties, reporting these issues as per policies and procedures, and taking steps to immediately rectify any safety issue noted where possible.
- Receives assignment, assembles required materials and supplies, loads service cart and transports to work area.
- Using specified cleaning/disinfecting/sanitizing agents, and following specific procedures, work patterns and routines, performs tasks such as:
 - Vacuuming, sweeping, dry/wet mopping, scrubbing, sanitizing/disinfecting floors, spot cleaning walls, windows and doors between washing, dusting, emptying wastebaskets and rearranging furniture, removing waste, daily cleaning and disinfecting daily all bathroom fixtures and replenishing supplies, cleaning floors, fixtures and furnishing in utility rooms, kitchen, closets etc.
- Ensures privacy of residents during performance of duties.
- Ensure confidentiality of resident information.
- Prepares room for new occupant following prescribed procedures.
- Notifies supervisor when supplies are low, or equipment is malfunctioning.
- Returns unused supplies and cleans and stores equipment.
- Adheres to established department policies and procedures regarding quality assurance, safety, environment, and infection control.
- Displays an attitude that is focused on working safely and ensuring that the work environment is safe and healthy.
- Uses safe work practices.
- Reports any actual or potential hazard to the immediate supervisor.
- Uses or wears personal protective equipment (or clothing) as required.

- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety activities and knows the Home fire and disaster plan.
- Maintains a clean and orderly work area.
- Does not use or operate any equipment in a way that would endanger any worker, resident, or visitor.
- Maintains required records and information as directed.
- Participates in committee meetings as required.
- Cooperates with other departments within the Home to ensure the needs of residents are being met.
- Performs other duties as assigned.

Job Specifications

- Skills and Behaviours
 - Some understanding of chemicals and equipment used in cleaning.
 - Ability to follow oral and written instructions.
 - Ability to perform lift techniques and lift weights up to 30 pounds.
 - Basic knowledge of housekeeping with independent working skills.
- Working Conditions
 - Extensive standing and walking.
 - Considerable lifting, reaching, squatting, kneeling, crouching, moving equipment and climbing ladders.
 - Exposure to hazards from use of power equipment.
 - Exposure to biochemical agents and wet floors.
 - Subject to interruptions of duties resulting from resident needs.