



JOB POSTING

Position Title: Housekeeper - Casual
Reports To: Housekeeping Team Coordinator
Remuneration: \$16.00/hr with paid breaks and free parking
Hours of Work: Weekend, Vacation coverage, On-call absence coverage and Holidays

Are you passionate about creating a pristine yet welcoming home environment? Do you take pride in your attention to detail and meticulous cleaning skills? If so, we have the perfect opportunity for you! We are currently seeking a Casual Housekeeper to support our team in maintaining a clean and comforting residence that our patients can call home!

About Us

Hospice Halifax is a compassionate and supportive community of staff members, volunteers, and donors dedicated to making dying and living as comfortable and meaningful as possible at the end of life. Our hospice residence is an inclusive space where individuals and their families receive personalized and dignified end-of-life care.

Primary Function of the Position

Working in partnership/collaboration with RNs, LPNs, Care Team Assistants, and other members of the Hospice care team, the Housekeeping Assistant is responsible for maintaining a safe, clean and attractive environment for patients and their families.

Hospice Halifax continues to take action against racism and discrimination in the workplace and to identify and address systemic barriers to full and equal participation. As such, all members of the team must be committed to fostering a safe working environment where all members experience an authentic sense of inclusion and belonging.

Duties and Responsibilities:

- Create and maintains a physical environment that contributes to quality of life for people in care and their loved ones
- Perform thorough cleaning tasks, including vacuuming, sweeping, mopping, and sanitizing all designated areas of the residence (patient rooms, common space, staff room, staff offices, kitchens, great room, meeting rooms, laundry areas, etc.) using appropriate supplies and equipment
- Clean the patient, staff and public bathrooms, including sinks, toilets, showers, tubs, commodes and garbage
- Clean walls, windows and dusting
- Collect garbage, recycling and compost, disposing of waste in responsible manner
- Complete assigned scheduled cleaning

- Report any maintenance issues or damages to team lead promptly
- Maintain a friendly and professional demeanor when interacting with patients and visitors
- Replenish supplies such as soap, paper towel, toilet tissue and gloves
- Prepare cleaning products by following proper procedures
- Other duties as assigned for effective operation of the Hospice

Qualifications:

- Previous experience in housekeeping or a related field is preferred, but not required; We value passion and dedication above all
- Strong attention to detail and the ability to maintain high cleanliness standards
- Desire to do what it takes to ensure a welcoming, clean and safe environment for patients and visitors
- Good interpersonal skills with a warm, compassionate and caring attitude
- A positive attitude and the ability to be open-minded, resourceful and flexible in problem solving
- Strong communication skills to effectively interact with residents, guests, and team members
- Ability to work independently with a minimum of supervision
- Organized, flexible and capable of operating related equipment
- Must be able to follow written or oral instructions
- Physically able to perform the duties of the position, including bending, lifting and standing for extended periods. Must be able to safely lift 30 lbs

Additional Requirements of the Position

- Provides housekeeping services in a caring and sensitive manner that respects the privacy and dignity of patients and loved ones
- Accommodates any reasonable request involving housekeeping
- Maintains positive resident/guest/team interactions by building a welcoming, helpful environment
- Supports Hospice fundraising initiatives
- Positively represents Hospice to the community
- Abides by all Hospice policies and maintains confidentiality of patient/family and Hospice information

How to Apply

If you are ready to make a difference in people's end of life experience by providing them with a clean and comfortable environment, we would love to hear from you. Please submit your resume and a brief cover letter or email detailing your relevant experience to careers@hospicehalifax.ca, referencing **"Housekeeping2024"** in the subject line.

We will be reviewing applications on an ongoing basis and contacting qualified candidates for interviews.

Thank you for your interest in working with Hospice Halifax. Only those selected for the interview process will be contacted.