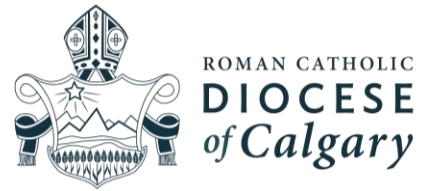


# CAREER OPPORTUNITY *for*

## Housekeeper – Dorchester House



Temporary full-time position: June 26<sup>th</sup> to September 1<sup>st</sup>, 2023

### OVERVIEW

The Housekeeper is responsible for all the routine cleaning and laundry duties required to maintain the Priest's premises (apartments) to a high standard of cleanliness.

### RESPONSIBILITIES

Responsibilities include the following for each unit on a weekly basis:

KITCHEN	Clean all appliances on counter Wipe out microwave Wipe off fridge and stove, when necessary Put only dirty dishes in dish washer Check cutlery drawers for crumbs, etc. Clean sinks and counter tops Scrub floors
BATHROOM	Clean tubs, showers, sinks and toilets, mirrors Scrub floors
BEDROOM	Change bed linen. Clean mirrors Dust furniture & bedstead Vacuum floors
DEN (OFFICE)	Dust shelves & desks Vacuum floors Clean computer screens
DINING ROOM	Dust all furniture, using polish Clean glass in cabinets Clean any ornaments
FRONT ROOM	Dust furniture, using polish. Clean any ornaments Clean T.V. screen
ENCLOSED SUNROOM	Dust all furniture, using polish Clean any ornaments Vacuum Empty garbage
LAUNDRY ROOM	Always keep clean and tidy Clean washers and dryers, especially the drawers and glass doors

- Other related duties assigned to assist with the upkeep and cleanliness of the apartments and common eating area

## QUALIFICATIONS

- Previous cleaning/housekeeping experience
- Demonstrated attention to detail
- Displays a high level of energy and positive attitude towards their work
- Excellent customer service
- Positive, engaging personality with strong work ethic

## HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (includes ½ hour unpaid lunch break)

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: [careers@calgarydiocese.ca](mailto:careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until *a suitable candidate is found*. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.