



Job Posting

Position: Housekeeping Associate Department: Operations & Facilities/ Property Mngt.
Work Location: 502 Spadina Ave, Toronto Start Date: ASAP
Status: Full Time, 6 months contract

Scott Mission was founded in 1941 by Rev. Morris and Mrs. Annie Zeidman as a non-denominational Christian organization. Each year, it offers practical, emotional, and spiritual support to thousands of people who are experiencing poverty and homelessness in the City of Toronto. The Mission is a community that continually seeks to be:

- Centered in and dependent on Jesus Christ
- Gracious, generous, and collaborative in our relationships
- Servant hearted, innovative, and professional in our work.
- Rooted in God's rescuing work in history.

Scott Mission's vision prayer captures the heart of its goal: Poverty in full retreat, flourishing for all, in Toronto and beyond.

The Mission is currently implementing a transformational, five-year strategic plan with the following objectives: Increasing capacity and enhancing basic needs services, deepening clients' transformational impact, multiplying partnerships, and offering spiritual leadership to Canadians.

Position Summary: The Housekeeping staff will be based in 502 Spadina Ave and will report directly to the Housekeeping Team Lead. The incumbent will be responsible for the overall housekeeping and cleaning of the organisations properties.

Duties & Responsibilities:

- Perform a variety of housekeeping activities to ensure a clean and safe environment for clients, staff, and donors and volunteers.
- Complete all Health & Safety Training and certifications.
- Monitor cleaning supplies and unit inventory and restock as frequently as required.
- Execute all housekeeping tasks including but not limited to dusting, sweeping, mopping, garbage collection, cleaning of washrooms, monitoring and restocking inventory in public areas and shelter, operation of housekeeping equipment.
- Execute routine cleaning of common and isolated area, following outbreaks protocol when necessary.
- Regularly checking and updating WHMIS labels and folders containing such information
- Identify and report potential Occupational Health & Safety Hazards to the JHSC
- Other duties and ad-hoc projects as assigned.

Qualifications:

- Proven ability to work in a fast-paced environment, receive instructions and complete tasks as directed.
- High school diploma preferred, minimum 1-year experience in housekeeping role preferably in a health care setting.
- WHMIS knowledge and certification.
- Must be able to work weekends, holidays and/or late shifts.
- Ability to meet physical demands to stand, kneel, bend, squat, reach, twist, lift, and handle cleaning equipment.
- Flexible to work some evenings and weekend shifts.
- Ability to take direction and work co-operatively with teams.
- Demonstrated satisfactory work performance and attendance record.
- A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.
- Comfortable in a work environment that is occasionally outdoors with exposure to varying temperatures.
- Committed to safety, integrity, and reliability.

Interested applicants are invited to send a resume with cover letter to:

careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference