



## Housekeeper

**Southeast Collegiate** is the only school of its kind in all of Canada. It serves as a campus to First Nations students during the school year – educating students in a beautiful school facility and providing housing in the adjoining lodge.

SEC is currently seeking a permanent full-time Housekeeper to join our school staff. Under the direction of the Maintenance Coordinator, the Housekeeper is responsible for providing a clean environment for staff and students around the facility. Responsibilities include helping protect against the spread of germs and disease by cleaning and disinfecting all touchpoints around the facility and to keep Health and Safety in the forefront of daily operations.

### Responsibilities

- Dusting, spot cleaning and disinfecting surface areas, and counter surfaces through out the day.
- Removing all garbage (inside and outside the facility) and recycling to appropriate bins for disposal
- Sweeping, mopping and shining all floors as required
- Spot cleaning walls around light switches & door handles
- Vacuuming all carpeted areas daily
- Cleaning all bathrooms inside the school
- Washing, disinfecting & polishing toilet bowls and urinals (inside, outside, behind) on hourly basis
- Washing & polishing sinks, cleaning behind and around taps with brush on hourly basis
- Stocking all bathrooms with appropriate supplies as need for each day
- On daily basis, ensuring all maintenance doors are locked and secured before leaving
- Cleaning windows, stainless steel, glass surfaces, and mirrors as required by job task
- Wiping/cleaning all touch points around the facility
- Assisting maintenance staff with HVAC filter replacement
- Spraying/picking weeds on the grounds
- Ground walks – picking up garbage/debris on the grounds
- Cleaning garbage bin areas
- Handling emergency clean ups in School and Lodge
- Conducting building checks during off season
- Deep cleaning the Lodge and School during off season

### Qualifications

- High School Diploma or equivalent education required

- Minimum 1-2 years experience
- Ability to work off a ladder – Max 6’ height (for cleaning windows and dusting purposes)
- Physically able to reach, stretch, bend, and walk during the daily routine, with ability to stand for long lengths of time
- Physically able to push vacuum cleaner for extended periods of time
- Ability to lift up to 30 pounds
- Ability to work well alone and with a partner or team
- Ability to work outdoor (garbage removal, cigarette butts) under all weather conditions
- Pays attention to detail when cleaning
- Excellent problem-solving skills
- Excellent communication skills
- Ability to speak a First Nation Language an asset (Ojibwe, Cree, Oji-Cree)
- Must be willing to be certified in First Aid, CPR and any other certifications required for the job
- WHMIS2015 training
- Satisfactory Criminal Record and Child Abuse Check

### **Working Conditions**

- Repetitive movement and tasks
- Moderate physical effort such as lifting, carrying standing and restraint
- Dealing with people of a culturally diverse background
- May be required to work offsite or work in isolation from peers
- May be exposed to hazardous substances and/or bodily fluids
- May be subject to disruptive interruptions, conflicting demands, multi-tasking and a high-volume workload.
- May be exposed to extreme elements, e.g., heat and cold ( $\pm 40^{\circ}\text{C}$  in outdoor Winnipeg weather)

### **Schedule**

- Monday through Friday, guaranteed 40 hours per week
- Hours of work - 8:30 am - 4:30 pm

Southeast Collegiate would like to thank all those who submit applications. Only those applicants who will be interviewed will be contacted.

### **Benefits**

- Company pension
- Dental care
- Discounted or free food
- Employee assistance program
- Extended health care
- Life insurance
- On-site gym
- On-site parking

- Paid time off
- Vision care

Please submit your resume to [apply@sec.education](mailto:apply@sec.education) or visit our website for more details [www.southeastcollegiate.ca](http://www.southeastcollegiate.ca).

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\* Please kindly note that preferential treatment will be given to First Nations Candidates\*