

Lookout Housing and Health Society is a “social safety-net” providing minimal-barrier housing and a range of supportive services to assist adults with low or no income who have few, if any, housing or support options and who are challenged in meeting personal needs and goals.

JOB DESCRIPTION – HOMEMAKER

Classification: Environmental Services Benchmark: Housekeeper – 80300 Grid: 1	Date Prepared: January 28, 2002 Date Updated: July 22, 2019
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JOB SUMMARY:

The Homemaker reports to the Program Manager or designate and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout’s Code of Ethics. Duties and responsibilities include performing a variety of homemaking duties such as sweeping, mopping floors, vacuuming, dusting, laundry and washing walls, furnishings, windows and ceilings.

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of cleaning duties such as checking the cleanliness and tidiness of resident room(s) and communal areas, cleaning, washing, and disinfecting areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing and buffing. Reports any damage or areas requiring janitorial or maintenance attention to the Janitor/Maintenance Worker.
2. Performs a variety of duties related to laundry including changing linens in rooms, laundering soiled garments, ensuring all laundry is disinfected through the wash procedure and organizing and maintaining required homemaking supplies and laundry room.
3. Maintains first aid supplies and personal hygiene items such as razors and bandages by performing duties such as ordering supplies, receiving supplies and ensuring items orders are received.
4. Performs a variety of duties related to donations of clothing including accepting, organizing, cleaning and distributing donations.
5. Provides direction to guest(s), volunteer(s) and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work, supporting guest(s), volunteer(s) and/or community placements in completing functions and documenting attendance.
6. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues, attending general and team meetings and supporting others through methods such as sharing of knowledge and information.

7. Observes guests and their environments to ensure the safety of guests and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviours, interacting with guests including observing guest behaviour, investigating disturbances, dealing with guest emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Records observations for communication to other staff.
8. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training and Experience

- Grade 12 diploma
- Building Service Worker Certificate
- OFA 1 First Aid Certificate
- Recent related experience of one (1) years
OR an equivalent combination of education, training and experience
OR other qualifications determined to be reasonable and relevant to the work.
- A minimum of two (2) years sobriety if having alcohol and/or drug problems.

Skills and Abilities

- Ability to perform the duties of the job
- Ability to communicate effectively both verbally and in writing
- Ability to work independently and in cooperation with others
- Ability to operate related equipment.
- Ability to plan, organize work
- Suitability to work with disadvantaged and challenging adults in a diverse environment.
- Ability to understand and maintain guest/worker boundaries

As of the signed date, I have read and understood the above job description.

Signature

Date