



To deliver excellent support services to people with disabilities so they can live their lives.

**The Edwards Manor Program (south Etobicoke) is recruiting for One (1)
Part Time Housekeeper**

The successful candidate must be available to work twenty (20) hours per week. The schedule is flexible, however, may change **based on client needs and operational requirements**.

The Successful candidate must be available to work the following schedule:

Week 1:						
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00-12:00	off	off	8:00-12:00	8:00-12:00	8:00-12:00	8:00-12:00
Week 2:						
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00-12:00	off	off	8:00-12:00	8:00-12:00	8:00-12:00	8:00-12:00

The **Housekeeper** is responsible for cleaning Client’s homes and doing laundry using a client centred approach; as well as the program’s office spaces.

Qualifications:

- Grade Twelve or recognized equivalent
- Takes pride in their work and enjoys cleaning

General Skills:

- Experience working in a position of trust (i.e., handling money, personal belongings).
- Good time management including efficient use of time and resources
- Willingness to accept direction from Clients regarding services.
- Willingness to work with a team comprised of Clients, co-workers and management
- The physical ability to perform housekeeping duties including; sweep, mop and vacuum floors, empty trash, clean multiple surfaces, laundry, wash dishes and other related duties as requested by client. Note: this job is classified as Light to Medium level work as handling typical loads of up to a maximum of twenty-five (25) lbs. is required on an occasional basis.
- Must be able to demonstrate understanding/knowledge of PACE Policies & Procedures
- Previous cleaning and housekeeping experience is an asset however not required

In this position there will be exposure to cleaning solvents, scents, pests, pets and other potential allergens.



Wages: As per “Schedule A” of the OPSEU Collective Agreement, the hourly rates for this job classification are as follows:

<u>Start Rate</u>	<u>After Probation</u>	<u>After 12 Months</u>	<u>After 24 Months</u>
\$18.801	\$19.585	\$20.307	\$21.152

Interested candidates must submit a current resume and cover letter, quoting Job Competition **21.PT.EM.HPR.0001**, no later than 5:00 p.m. onxxxx to Human Resource via **E-mail: careers@pace-il.ca or fax: 416 789.7807**

Date Posted:

Date Posting Expires:

PACE is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)*. Should you require code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.