



Senior Housekeeper (Contract)

Camp Oochigeas is a privately funded organization that provides children with, and affected by, cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

The Senior Housekeeper plays an integral role in maintaining the cleanliness of our site and the health and well-being of our campers, volunteers, staff and visitors during the summer.

Position Specific Responsibilities Include

- Recognizing the needs of Ooch campers and enabling a vision for the overall physical well-being of the site
- Assisting the Manager, Residential Operations (MRO) with training, scheduling, instructing and assessing the work of the Summer Housekeepers
- Assisting the MRO in the development of housekeeping training materials and checklists
- Assisting the MRO with WHMIS/MSDS record up-dating, labeling and other compliance issues
- Attending, participating in and occasionally leading staff meetings
- Supporting camp opening, closing and special events
- Forecasting the need for, and replenishing, stock and supplies
- Performing cleaning duties to ensure a healthy, clean and germ free environment
- Ensuring cleanliness of furniture, fixtures, floors, carpets, walls, windows, appliances and equipment
- Organizing Housekeeping store rooms
- Processing laundry
- Transporting waste and recycling to pick-up points
- Identifying repairs where necessary
- Demonstrating a positive and supportive attitude toward camp residents

Qualifications

- Housekeeping experience
- Supervisory experience
- Comfort with Microsoft Office software
- Valid Ontario Class G driver's license
- Insurable under the organization's auto insurance policy
- Ability to take initiative and adapt to changing priorities
- Ability to work on a team and independently
- Ability to exercise sound judgment in setting and carrying out daily tasks
- Ability to take direction through constructive criticism and direct feedback
- Comfortable performing physically demanding tasks
- Comfortable working in a medically based environment

Advantageous Criteria

- Experience working in a camp or resort setting
- Experience working in a child-centred environment
- Standard First Aid with CPR-C and AED qualification

Dates

The contract runs from May 1 to September 15, 2017.

Remuneration

Remuneration is \$20.00 per hour.

Particular Working Conditions

In consideration of the population Ooch serves, the incumbent is a non-smoker.

Occasional work during evenings, weekends and statutory holidays will be required to support camper needs.

Physical Requirements

The usual and customary methods of performing the job's functions require a variety of physical actions, including: walking, lifting, carrying, reaching, pushing and pulling; bending, stooping, kneeling, crouching, sitting and crawling; mopping, sweeping, wiping and scrubbing; and significant fine finger dexterity.

The minimum physical requirements for this position include the ability to:

- Work at a desk on a computer
- Work at step-ladder height
- Lift 20kg
- Use common housekeeping tools
- Use commercial housekeeping products
- Work in varying indoor and outdoor environments, including uneven terrain and changing weather

Equal Employment Opportunity

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

All members of the staff team must be at least 19 years of age. This is a paid contract position at our site near Rosseau, Ontario. All hires will be contingent on positive references, a clear police check with vulnerable sector screening and satisfactory completion of medical screening. If you have questions please contact Dave Drobitch, Manager, Residential Operations at 705-313-3869.

For more information please see our website www.ooch.org

Our application process is ongoing. Job opportunities will be posted at www.ooch.org until they are filled.

To apply, please send resume and cover letter to

Human Resources
Camp Oochigeas
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Toronto, ON
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Fax: 416-961-2267
Email: hr@ooch.org