



## **Position Title: Housekeeper**

Brookes Westshore School is currently looking for a part-time Housekeeper to join our team. The Housekeeper works to ensure the cleanliness of the campus and follows Health and Safety Protocols.

### **Position Summary:**

The housekeeper is responsible for a variety of housekeeping duties that include maintaining the cleanliness of classrooms, dorm rooms, bathrooms, common areas and dining hall, as well as doing laundry.

### **Schedule Details:**

Schedule is Monday-Wednesday 7:00am-3:30pm with potential for increased hours dependent on availability.

### **Rate of pay and Benefits:**

- \$20.00 an hour to start with increase after successful completion of 3-month probationary period
- Eligibility for participation in our Full Benefit package with employee and employer paid benefits after a 3-month waiting period
- 2 weeks paid vacation
- Participation in our daily meal program as a taxable benefit
- Free Parking
- On-the job training
- Potential for opportunities in other areas of the school

### **Responsibilities may include but are not limited to the following:**

- vacuuming, dusting and washing floors
- cleaning the dining hall after use, along with the mezzanine areas
- cleaning and sanitizing all bathrooms
- laundering bedding and clothes for boarding students
- any other cleaning needs that may arise from time to time

### **The ideal candidate has the following skills and attributes:**

- minimum of one year experience as a housekeeper
- is capable of lifting 35 lbs.
- can work cooperatively with school staff
- is able to work with minimal supervision
- communicates respectfully, clearly and effectively
- is able to maintain confidentiality
- First Aid and WHMIS certificates an asset

### **Please Note: A satisfactory Criminal Record check is a condition of employment**

If you are interested in joining a dynamic community, please forward your cover letter and resume to [careers@westshore.brookes.org](mailto:careers@westshore.brookes.org) We appreciate all those interested but only those applicants who are shortlisted will be contacted.

Brookes Westshore is a small, independent Grade 4-12 school offering a personalized and student-centred approach to learning. Be part of the friendly Brookes Westshore community and the natural beauty of the surrounding area. The atmosphere on campus is one of care and respect. We are dedicated to personal learning, global vision and community service. For more information on the school please visit our website at [westshore.brookes.org](http://westshore.brookes.org)