



## **JOB POSTING**

**COMPETITION # ECCMGC 00-005**

**JOB TITLE: General Help – Housekeeping/Janitorial**

**DEPARTMENT: Operations**

**REPORTS TO: Camp Manager**

**ROTATION: 14 Days On, followed by 14 Days Off (inclusive of travel time)**

### **SUMMARY**

The GH – Housekeeping/Janitorial is responsible for the overall cleanliness and sanitation of the Camp facility. This position is responsible for ensuring the physical condition of the camp is maintained in a condition which delivers a positive guest experience for all who will be staying with us.

The GH – Housekeeping/Janitorial recognizes that Health and Safety are always our primary concern and ensure that safe work practices are foremost in all projects and activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain allocated areas in a clean and hygienic condition
- Strip, polish, wax, and buff floors/corridors where required
- Sweep, Mop allocated areas as necessary.
- Utilize industrial equipment such as but not limited to floor polisher, Zamboni, waxing machine, floor scrubber, mops, and brooms
- Make all beds, change bedding when appropriate. Transfer bedding to laundry
- Sanitize shower areas, disinfect toilet areas
- Remove furnishings for cleaning when required/set rooms for events
- Deliver laundry to appropriate rooms
- Clean recreation rooms and lounges
- Clean all offices where and when required
- Remove all rubbish to waste area
- Report immediately any incidents of fire, accidents, and theft, loss or other irregularities and take such action as may be appropriate
- Report customer complaints
- Check areas of responsibility for any defects which require repairing and notify the Service manager
- Accompany the Manager and/or Lead Hand on the daily and weekly inspection of the areas of responsibility
- Assist with the unloading of supplies when necessary
- Always maintain a neat and clean appearance
- Aware of fire and security procedures and act accordingly
- Deal with guest requests speedily and in an efficient manner



- Aware of health and safety hazards and report them immediately
- Carry out any other reasonable Lead Hand request
- Carry out responsibility as part of emergency team
- Complete Step Back Card – prior to commencement of work
- Attend scheduled toolboxes and safety meetings
- Driving when required
- Attend Luggage Room
- Offloading supplies when required
- Water cooler maintenance as well as restock
- Proper PPE shall be worn at all, times where tasks require.

#### **Job Requirements:**

- Courteous and pleasant manner
- Maintain consistently high standards of cleanliness with an eye for detail
- Enthusiasm
- Communication skills
- Neat and tidy appearance staying in compliance with Company Uniform policies
- Ability to work as part of a team

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the capacity to work long periods away from home, as the typical work rotation is fourteen (14) consecutive 12-hour workdays, however this can be extended due to inclement weather or other unforeseen circumstances.

- Shifts include weekends, holidays and in emergency situations as required.
- To frequently function in activities involving walking, bending, squatting, reaching

#### **QUALIFICATIONS**

- Highschool / GED
- Preference will be given to candidates with previous relevant experience
- Valid Workplace materials Information System Certificate (WHMIS)
- Ability to promote a positive safety culture by communicating with the entire workforce daily.
- Must be able to complete and pass company medical, Drug and alcohol testing, and Criminal background check, as required
- Ability to maintain a pleasant disposition with clients and customers while working to help ensure their complete satisfaction is met.
- Excellent Interpersonal Skills
- Good Flexibility and Innovative Skills
- Valid driver's license with a clean driving abstract, may be required for some positions



**Pre-employment requirement**

- Drug test
- Medical
- Criminal background check
- Fully Vaccinated for COVID-19 as per client requirements and Health Canada guidelines.

Please email your updated resume to:

**East Coast Catering**

**Attention – Human Resources Manager**

[lwoodman@eccltd.ca](mailto:lwoodman@eccltd.ca)

*East Coast Catering is an ISO 9001:2008 registered equal opportunity employer, an industry leader in health & wellness and occupational safety that strongly encourages workplace diversity*

*East Coast Catering appreciates the interest of all applicants, however, only those selected for an interview will be contacted.*

*Your application to this posting is deemed to be consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. East Coast Catering respects the privacy of all applicants and the confidentiality of personal information and we will retain this information for a period of 1 year.*