

November 21, 2022

## WMSCI

### HOUSEKEEPER

#### JOB DESCRIPTION

Winnipeg Mennonite Seniors Care Inc. owns and operates Lindenwood Manor, Lindenwood Terrace, Lindenwood Estates and Lindenwood Villa.

Lindenwood Manor and Lindenwood Terrace is a non-profit, assisted living senior's apartment complex. Lindenwood Estates and Lindenwood Villa are life-lease units.

The mission of the Board of Directors and the sponsoring churches is to provide retirement living with supportive services. The goal is to provide seniors with a wide range of housing, recreational, and social services in a caring, supportive Christian community.

**REPORTING RELATIONSHIP:** Directly to the Housekeeping Director

**QUALIFICATIONS:** Experience in housekeeping knowledge and experience related to the elderly. Experience in working in an orderly, organized and efficient manner. A provincial or out of province criminal record check is required. Must be bondable.

**QUALITIES:** The ability to work in a team setting. Energy, enthusiasm and a sincere desire to provide the highest standard of cleanliness for the resident; A sense of humour and the ability to have fun; Individual initiative and flexibility. Excellent interpersonal communication skills particularly with the elderly; A commitment to provide the best care, welfare, safety and security of the seniors we serve; A commitment and belief in Christian values.

**POSITION ABSTRACT:** This full or part time position is responsible for housekeeping duties at Lindenwood Manor / Terrace. This position is integral in creating a community that is clean, attractive and up to or above any health related standards.

## **WMSCI HOUSEKEEPER**

### ***DUTIES AND RESPONSIBILITIES***

- 1) To be responsible for assigned housekeeping duties at WMSCI.
- 2) To keep organized records of all housekeeping areas completed.
- 3) To ensure that all assigned areas of WMSCI are clean, attractive and comfortable at all times.
- 4) To complete weekly housekeeping duties in the suites as outlined in the Suite Task list.
- 5) To report to the Housekeeping Director regarding any unusual or difficult situations in respect to any housekeeping needs.
- 6) To attend staff meetings and other meetings as called upon by the Executive Director or Housekeeping Director.
- 7) To co-operate with other staff at WMSCI in the delivery of services to the residents.
- 8) To maintain on-going development in the area of housekeeping for the elderly by reading pertinent materials, attending workshops, etc.
- 9) To represent the organization both formally and informally in a professional manner, and adhere to the standards consistent with the Christian values and philosophy of WMSCI.
- 10) To carry such other relevant tasks as may occur from time to time as directed by the Housekeeping Director or Executive Director.