



Position: Houseperson
Employment Status: Seasonal Full-time – Staff accommodation is available
Employment Period: October – May
Reports to: Housing Manager

Job Description:

The successful candidate will assist the housing coordinators in creating a positive living environment for staff.

Job Responsibilities:

- Responsible for overall cleanliness of the inside and outside of building
- Vacuuming and mopping hallways, stairwells, and common areas
- Cleaning units and moving furniture when needed
- Maintain clean and organized housekeeping supply closets
- Maintaining storage and lost and found areas
- Opening laundry rooms, common rooms, and gym at the appropriate times
- Report maintenance any maintenance issues promptly
- Garbage Removal, snow removal, salting and gravelling pathways as needed
- Provide assistance and or information to tenants and coworkers
- Operate washing machines and dryers to clean, dry, and press linens
- Check finished linens, staff uniforms and articles to ensure they have been properly dry-cleaned and/or laundered
- Record cleaned items on daily laundry check sheets
- Assemble and bag finished linens for pick up
- Record damaged or improperly laundered linens
- Communicate with Management regarding supply requirements, maintenance issues, etc.

Job Requirements/Qualifications:

- Must be able to lift, push, pull and move food, equipment, supplies, etc., in excess of twenty-five (25) pounds.
- Excellent written and verbal communication skills
- Excellent problem solving ability
- Excellent conflict resolution and crisis intervention skills
- Adhere to all LLSR policies and procedures
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Valid Class 5 Alberta Driver's license (or international equivalent) with clean driving record (abstract/traffic history report must be provided before commencement of employment)
- Ability to balance the needs of, staff, maintenance, tenants, and outside interests
- Energetic and self-motivated with a willingness to learn new skills

Work Schedule:

4 days on/3 days off

Dress Code:

Uniform shirt provided at cost, black pants following the appearance standards