



POSITION PROFILE

Title:	House and Resident Support
Responsible to:	Abbeyfield Dominion City House Manager
FTE	Hours per week range from 8 (.2 FTE) to 24 (.6 FTE)

Overview	<p>Each of these positions will be part of the greater team at Abbeyfield House in Dominion City. The expectation is that the team members will be flexible from one week to the next.</p> <p>There may be some regularity in the shift schedule however, due to team members planning days off or vacations then other team members would be expected to fill in those shifts.</p>
Key Objectives:	<p>As the House Assistant you will be responsible to assist the House Manager and Residents at Abbeyfield House Dominion City.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Light Housekeeping in the suites on a weekly basis. ▪ Laundry for the residents on a weekly basis. ▪ Planning for and implementing a full clean of each suite at least twice annually or as required. ▪ Keep the general areas of the house clean on a daily basis if needed. ▪ Handle the laundry for all general house linens. ▪ Prepare any meals if part of the schedule for that shift. ▪ Assist with the day or evening recreational as required. ▪ Assist with preparing and distributing publicity and promotional material for programs and events. ▪ Performing related work as required.

Qualifications:	<ul style="list-style-type: none"> • High School diploma or equivalent preferred but not necessary. • Experience in housekeeping procedures. • Knowledge of cleaning and sanitizing materials and procedures. • Working knowledge of operating cleaning equipment. • Experience working collaboratively with seniors, seniors groups and/or community groups. • Ability to prepare publicity and promotional material. • Excellent verbal and written communication skills and customer service
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	<p>skills.</p> <p>An original Police Check, including Vulnerable Sector Check, issued within the past 6 months that is satisfactory to the employer will be required before starting in the position. The new hire will be required to obtain this check from a local RCMP detachment.</p>
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<p>Duties</p>	<ol style="list-style-type: none"> 1. Perform the Light Housekeeping of all resident suites on a weekly basis in accordance with the Operations Manual. 2. Handle the general Laundry requirements for residents which are their linens and towels. 3. If personal laundry items are labelled to also handle the personal laundry for residents. 4. At minimum of twice per year to clean each suite completely. 5. If a suite is vacated to clean the suite thoroughly before the next resident moves in. 6. To review the guest suite before a guest moves in and ensure it is neat and tidy with appropriate extras as outlined in the Operations Manual. 7. To clean the guest suite after guests leave. 8. General house areas <ol style="list-style-type: none"> a. To clean the general living areas on the main and lower floors on a daily basis including washing the floors and vacuuming carpeted areas. b. To lightly dust areas daily and do a thorough dusting once per week. c. To clean windows in the general area as required. d. Four times per year all general areas of the house are to be cleaned thoroughly including walls and light fixtures. e. Dispose of trash in all trash cans and receptacles. 9. Ensure the cleaning cart is well maintained and stocked. 10. Monitor housekeeping supplies and report to the House Manager when more items need to be ordered within the guidelines of the House Manager and their order schedule. 11. Assist the House Manager in cleaning the kitchen area as required. 12. Assist with the day or evening recreational as required by the House Manager. <ol style="list-style-type: none"> a. This can include handling the meal preparation. The meal will be based on the approved meal plan and the dietary needs as identified for the residents. b. Also assisting with larger house special events as required. 13. Assist with planning and implementing the day or evening recreational activities as required by the House Manager 14. Assist with preparing and distributing publicity and promotional material for programs and events as requested. 15. Report any damages noted to the building, equipment, furniture and fixtures or related items to the House Manager immediately as per the Operations Manual.
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	16. Performing related work as required.
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General Requirements:	<ol style="list-style-type: none"> 1. To act in accordance with Abbeyfield Values, Policies and Procedures at all times. 2. To attend meetings and training and development as required. 3. To maintain confidentiality at all times. 4. Consider pursuing a Manitoba Food Handlers Certification. 5. Have or willing to get First Aid/CPR training. 6. To be aware of all WHMIS guidelines. 7. To be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba. 8. To carry out any reasonable and additional duties as requested. 9. To attend occasional evening meetings with committees as required.
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Version #2016-10 #5