



# Tudor House

## Personal Care Home



800 Manitoba Avenue  
Selkirk, Manitoba  
CANADA  
R1A 2C9

**“Accredited 2018-2022 by Accreditation Canada”**

Tel: (204) 482-6601  
Fax: (204) 482-4369  
Email: [tudor@mytudor.ca](mailto:tudor@mytudor.ca)  
Website: [www.mytudor.ca](http://www.mytudor.ca)

### HOUSEKEEPING/LAUNDRY ASSISTANT

POSITION POSTING # 12012020-01

#### Part time 0.7 Indefinite Housekeeping/Laundry Position

**Duration:** Part time 0.7 Indefinite Position

**Probation:** Six months from date of hire.

**Hours of Work / Pattern:** as scheduled or assigned, Days, Evenings. Weekends and Holidays.  
Pattern will be changed as required to meet operational requirements. (See *Housekeeping/Laundry Supervisor for current pattern*)

#### **Qualifications and Standards of Employment:**

- Related experience in a Housekeeping/Laundry **REQUIRED.**
- Respects and Cares for the Elderly & Handicapped. **REQUIRED**
- Must have demonstrated ability to learn and carry out all functions, skills and duty of position in a prompt, safe, sanitary and efficient manner. **REQUIRED**
- Must have good physical, mental and emotional health to meet the demands of the job. **REQUIRED**
- Must be able and willing to perform heavy lifting and tedious physical chores inside and when conditions warrant, outside the physical plant. **REQUIRED**
- Good Quality and Quantity of Work Record and good Employment References. **REQUIRED**
- Able to read and write with clarity sufficient to follow instructions, identify materials from their labels and understand their directions for use, and be able to make written reports as necessary. **REQUIRED**
- Must maintain confidentiality of elders and employer and promote at all times the best interests of the employer and facility.
- Must have good dependability/absenteeism record. **REQUIRED**
- Must be available to work for any shift and in event of EMERGENCIES. **REQUIRED**
- Appropriate dress and appearance for work in P.C.H. setting **REQUIRED**
- Must demonstrate tidy professional appearance, good interest, cheerful attitude and positive team building interpersonal skills. **REQUIRED**
- Must comply with all employer policies including Abuse and Confidentiality Policy. **REQUIRED**

**Responsible to:** Housekeeping & Laundry Supervisor/CEO

**Responsible for:** The cleanliness of the facility and environment, including the fixtures, furniture and equipment, in a clean, safe, attractive and operative state at all times (*Duties as assigned, See Job Description & Shift Routines*)

**Salary Range:** -Housekeeping/Laundry Asst. as per IUOE Collective Agreement (currently \$15.001 hr.)

**Benefits:** -as per IUOE Collective Agreement (Pension Plan, D&R, Group Insurance, etc...)

**Start:** - ASAP

**Stop:** - April 30, 2021 or subject to a minimum of twenty-four (24) hour notice

**Letter of Application for Job Posting & Internal Transfer will be received by** Myrel Bautista, Housekeeping/Laundry Supervisor. Accepted up to December 11, 2020 or until position filled.

**NOTE: This position is subject to a satisfactory Criminal Record and Child Abuse Registry Check. We thank all applicants. However, only those Applicants selected for an interview will be contacted.**