

Housekeeping/Laundry Aide

Permanent Part-time



EXTERNAL Posting

Under the direction of the Assistant Administrator/Manager, Environmental Services, incumbents in this job will split their time between Laundry and Housekeeping to ensure the Residents' personal clothing and the linens of the Home are kept clean and in good repair and that the Home is maintained in a safe, clean, and sanitary condition.

A Sample of Your Responsibilities, (plus other related duties)

- Sort and separate items to be laundered in accordance with laundering requirements – this includes resident clothing and facility linens.
- Follow specific instructions for treatment of soiled linens and operate automatic washing machines, dryers, iron.
- Fold laundry as required, sort and deliver to appropriate units.
- Ensure proper identification of all personal clothing as well as set aside any clothing that may require mending; perform simple mending and repairs.
- Advise manager of any machines that are not operating as expected or malfunctioning.
- Maintain a clean work environment, dusting and washing equipment and shelves as required and upon completion of the shift.
- Label personal articles of clothing as required.
- Safely handle equipment and cleaning chemicals used in Laundry and Housekeeping Departments.
- In the event of an emergency perform other duties as may be assigned.
- Perform other related duties as required.

What Qualifications are Required?

- Knowledge of safe use of laundry and housekeeping equipment and cleaning chemicals.
- Previous experience in institutional laundry services is considered an asset.
- Capable of operating laundry and housekeeping equipment and certain maintenance equipment in a satisfactory manner.
- Ability to meet the physical and mental demands of the job.
- Solid command of the English language (speak, read, write, and comprehend).
- Compassion, patience, and friendly personality with an understanding of, and respect for, the rights of our residents.
- Prepared to work, communicate, and co-operate satisfactorily with residents, staff, and others.
- Proven ability to follow an established work procedure/ schedule and complete all assigned tasks within the timelines as set out, with minimal supervision.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one.
- Must be willing to obtain any, and all, vaccinations that may be mandated by the MOHLTC.
- Ability to work all shifts required of the job (Days, Evenings, Nights) - including weekends (shift times subject to change to meet operational needs).
- Clear Vulnerable Sector and Police Record check.
- Must be willing to obtain any, and all, required immunizations as set out by legislation or regulations.

**** The full/complete job description can be accessed on the [Eastholme Career's Page](#).**

What Can We Offer to You?

Competitive wages starting at \$22.64 per hour
Vacation pay (%) and a Percentage in lieu of fringe benefits
An opportunity to learn and grow.

A great team to work with and a place you can be proud to work – we take pride in being a top employer in the community we serve!

How Can you Let Us Know About You?

Please submit your resume to: HR@eastholme.ca

We thank everyone for their interest in joining our team! Once we review your resume, if you have the qualifications we require for this job, we will contact you to schedule an interview.

Closing date for this posting is: March 5, 2025 @ 12:00 NOON

Eastholme is an equal opportunity employer and values diversity in our workforce. We encourage applications from all qualified individuals. We are also AODA compliant and should you require accommodation in the hiring process, please do not hesitate to let us know - accommodations may be provided in all steps of the hiring process.

Eastholme is a 128-bed district home for the aged located in Powassan in a tranquil setting overlooking the town and on the edge of a 60-acre forested parcel of land - an ideal setting in which to work!