



**Advice of Position Vacancy**

<b>Date:</b>	April 17,2026
<b>Position Title:</b>	Housekeeper
<b>Hourly Rate:</b>	\$27.05
<b>Status:</b>	Casual
<b>Closing date:</b>	Position remains open until filled. Please send your resume and cover letter to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a>

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Housekeeper to join our housekeeping team on a casual basis.

**Position Summary**

Reporting to the Housekeeping Supervisor, the Housekeeper is responsible for the completion of various housekeeping functions. The Housekeeper is responsible for organizing and communicating their work activities in order to meet expected goals. The Housekeeper is also responsible for providing and maintaining a high level of customer service and cleanliness in areas assigned.

**General Responsibilities**

The Housekeeper is responsible for the following:

- Maintaining and promoting a safe work environment at all times;
- Cleaning of areas such as floors and stairways by methods such as wet mopping, scrubbing, stripping, sealing, waxing, buffing and polishing;
- Washing areas such as walls, windows, ceilings, air vents and ducts, removal of garbage, recycling, high dusting and disinfecting all assigned cleaning surfaces;



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- Carpet and upholstery care, including vacuuming, removing stains and shampooing;
- Transporting heavy furniture and/or equipment manually and/or using aids such as dollies and carts;
- Clearing snow from walkways and building entrances;
- Providing relief for Building Maintenance as required;
- Power washing equipment and designated areas;
- Performing terminal cleans of resident rooms as required;
- Stocking supplies such as paper products, cleaning supplies, and all other items related to housekeeping duties;
- Operating and maintaining cleaning equipment;
- Moving furniture and setting up rooms; and
- Performing other duties and tasks as assigned.

## **Education, Qualifications and Experience**

The preferred education, qualifications and experience of the Housekeeper are:

- Grade 12 or an equivalent combination of education, training and experience;
- Building Service Worker Certificate an asset;
- W.H.M.I.S. Certificate; and
- Prior housekeeping experience.

## **Required Competencies**

The Housekeeper must possess the following competencies:

- Time management and organizational skills;
- Detail oriented;
- Flexibility and adaptability;
- Dedication to providing excellent support and service;
- Ability to communicate effectively both verbally and in writing;
- Ability to deal with others effectively;
- Physical ability to carry out the duties of the position;



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- Ability to organize work; and
- Ability to operate related equipment.

## **General Working Conditions**

This is a casual, position with an hourly pay rate of \$27.05. This position requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility are a must in order to meet deadlines, and to support many operational functions/activities that may occur concurrently or without notice. An understanding of the importance of maintaining the confidentiality of sensitive employee/client information is necessary.

If you have suitable qualifications and experience for this position, please send your resume to [humanresources@drpeter.org](mailto:humanresources@drpeter.org).

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.