

## **Job description**

POSITION TITLE: Facility Support Worker

HOUSEKEEPING & COOKING

REPORTS TO: Manager of Facility Support Services

LOCATION: Sherwood Park, Alberta

TERMS OF EMPLOYMENT: Casual day shift

STARTING DATE: As soon as possible

Do you desire to make a positive change in the community by supporting individuals and families experiencing domestic violence? We are looking for experienced staff to join our team.

A Safe Place is an emergency shelter for women and their children in Sherwood Park and the County of Strathcona. We offer temporary shelter counseling, support services, and information to women and their children and are an advocate for all victims of abuse.

### **What you will do:**

- Follow established Shelter Policies and Procedures and Provincial Health and Safety Regulations for cleaning and maintaining a safe and clean house.
- Be responsive to client basic needs
- Plan, prepare and serve nutritious meals and snacks using a monthly meal plan
- Maintain, clean and organize the kitchen
- Maintain, clean and organize the laundry area and linen room
- Collect and organize donations including Food Bank
- Complete daily and regularly scheduled cleaning tasks
- Coordinate special meals and events including birthdays for clients
- Clean client rooms and bathrooms
- Monitor house maintenance and report needed repairs to the Manager
- Maintain, clean and tidy the front and back yards, including weeding and snow removal
- Manage garbage and recycling

### **QUALIFICATIONS AND SKILLS REQUIRED**

- Grade 12 or equivalent (GED)
- Knowledge and experience of standard institutional cleaning practices
- Previous experience and meal planning, food handling and preparation
- Ability to work in a team and with minimal supervision
- Ability to meet the physical requirements of the position including lifting and carrying
- Demonstrated organizational and time management skills
- Police Intervention Record Check with Vulnerable Sector Check, and Child Intervention Check
- Valid Food Safety Alberta Certification
- Valid Drivers License and a clean driving abstract

- Demonstrated ability to think critically, problem solve and de-escalate situations in a fast-paced environment that requires prioritization of tasks.

## **WHAT WE OFFER**

- Salary \$17.43 per hour
- Training and career development opportunities

## **HOW TO APPLY**

Please email your application with the position title in the subject line.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.