



**Rosseau Lake
College**

Job Title: Housekeeping Associate
Department/Functional Area: Operations
FT/PT: Full time
Reports To: Operations Coordinator

Rosseau Lake College (RLC) is a small independent, co-ed, day and boarding school, teaching Grades 7 through 12 in a personalized and attentive learning environment. As a post-secondary preparatory school, RLC is known for cultivating a close-knit community atmosphere in which students learn, thrive, and prepare for their future.

PURPOSE

Provide a safe and clean environment for students, staff, faculty and visitors.

KEY RESPONSIBILITIES and TASKS

- Perform a variety of cleaning activities such as vacuuming, sweeping, mopping, dusting, disinfecting, window cleaning and laundry.
- Ensure all rooms are cleaned for use each day.
- Check equipment and make sure there are no inadequacies.
- Notify Operations Coordinator of any damages.
- Deal with reasonable complaints/requests with professionalism and patience.
- Check stock levels and replace when needed.
- Adhere to rules regarding health and safety.
- End of year cleaning, Prepare for summer camps, Clean all academic buildings 2-3 times a year (major clean) and Major clean for the new school year.

JOB REQUIREMENTS

Education / Experience

- A minimum of a high school diploma

KNOWLEDGE AND SKILLS

- Excellent knowledge of cleaning appliances, and cleaning and disinfecting agents
- Attention to detail
- Good communication skills
- Reliable mode of transportation
- Time management skill
- Ability to work with minimum supervision



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WORKING CONDITIONS

The candidate must be able to multitask and work in an environment that is fast paced and prone to frequent interruptions. At times, the position will require working outside of regular business hours as needed to support school functions.

Rosseau Lake College offers a comprehensive compensation package and the opportunity to work with an exceptional community of professionals.

Vulnerability police check will be required if you are the chosen candidate.

Start Date: ASAP

How to Apply: Please provide a resume with covering letter to michelle.walser@rosseaulakecollege.com. While we appreciate all applications, only those candidates selected for an interview will be contacted.

Wage: Starting \$19.40

Benefits: After 3 months of employment

Pension: If employee would like to during 1st couple or weeks of employment

Uniform: Operations Coordinator will provide Rosseau Lake College polo shirts. Operations staff are to wear black pants. There is an operations clothing allowance of \$250 (ft) \$100 (pt) – where associates can purchase and be reimbursed for items such as black uniform pants (of your choice) and shoes.

Meals: While employed with Rosseau Lake College employees may wish to eat in our dining hall. This is a taxable benefit.

Hours: 6 am – 2 pm – Half hour unpaid lunch. 37.5 hrs a week