



St. John's Academy

Shawnigan Lake Campus

NOW HIRING – FULL TIME HOUSEKEEPER

St. John's Academy Shawnigan Lake, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an excellent working environment. We are looking to add a full-time Housekeeper to our team!

POSITION DESCRIPTION

Title: Full-time Housekeeper

Reports to: Facilities Manager

Wage: \$21.00/hour

Summary: St. John's Academy is looking for a motivated, enthusiastic worker who is able to take instruction and work independently.

DAILY RESPONSIBILITIES

- General scope of work includes cleaning and sanitizing washrooms, classrooms, offices, dining hall, gymnasium, fitness centre, common rooms and dorms.

QUALIFICATIONS:

- At least 1 year of hospitality housekeeping experience
- Able to physically manage the requirements of the position
- Able and willing to function in a changing work environment
- Provide cooperative team support to accomplish needs and tasks
- Fluency in oral and written English
- Neat, well-groomed appearance
- Criminal Record Check to be completed upon hiring

DUTIES:

- Carry out all duties associated with cleaning and sanitizing of the school buildings and dorms
- Attend in service training and orientation sessions when appropriate

- Promote good public relations within and outside the facility
- Ensure, at all times, that confidential information is held in strictest confidence, in accordance with Federal and Provincial Privacy legislation
- Perform any other related duties which may be required.

Benefits:

- Extended health & dental benefits
- Lunch provided when on shift

Salary: \$21.00/hour

HOW TO APPLY

Applicants are to provide:

- One-page maximum cover letter
- CV / resume
- Two (2) references

Please send your application package by email to hr@sjasl.ca or drop off in person, attention Chris Jenkins.

At St. John's Academy Shawnigan Lake, we're passionate about creating an inclusive workplace that promotes and values diversity. Creating an environment where everyone, from any background, can do their best work is something we take pride in.

We thank all applicants for their time and will only contact selected candidates.