



St. John's Academy

Shawnigan Lake Campus

Part-Time Housekeeping Staff Job Post

11.07.2024

JOB DESCRIPTION

We are currently seeking an experienced individual to join our Housekeeping team. The successful candidate will be a keenly motivated person with a positive attitude towards working as a team to provide a safe environment for our students.

Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. St. John's Academy Shawnigan Lake, situated on a pristine location between the shores of Shawnigan Lake and the base of Mt. Baldy, provides an innovative approach to learning for both day and boarding students.

POSITION DESCRIPTION

Reports to: Facilities Manager

Remuneration: \$21.00/hour (dependent on experience) extended benefits package; lunch provided when on shift

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 include, but are not limited to:

- General scope of work includes cleaning and sanitizing washrooms, classrooms, offices, dining hall, gymnasium, fitness centre, common rooms and dorms
- Carry out all duties associated with cleaning and sanitizing of the school buildings and dorm buildings
- 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.

Applicants will need to provide:

- One page maximum cover letter
- CV / resume
- Two (2) references
- Verification of qualifications
- Submit application package to careers@stjohnsacademy.ca, or drop off in person, attention to Chris Jenkins.

Application deadline: November 30th, 2024. *We reserve the right to close early if we find the right candidate.

Expected start date: As soon as possible

Job Type: Part-time, Permanent

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.