

Anduhyaun Inc. – Anduhyaun Shelter

Full Time House Keeper Trainee

1 year Contract April 2017 – March 30 2018

Date Ad Posted: April 12 2017

Application Deadline: April 24 2017 at noon.

Hour of Work: 35 hours per week

Anduhyaun mandate is: To support Aboriginal women and children in their efforts to maintain their cultural identity, self-esteem, economic, physical, and spiritual well-being.

General Accountability:

The Housekeeper Trainee is a full time, training contract position, under the direct supervision of the Shelter Director. The Housekeeper Trainee will carry out her duties in strict adherence to Anduhyaun's Confidentiality Policies including but not limited to *CPIC Requirements; Code of Conduct, Client Complaint Policy and Abuse in Relationships Policy*.

General Responsibilities:

There are physical requirements of the job e.g., the ability to perform activities such as stooping, twisting, bending, kneeling, and walking for extended periods of time. Including the ability to lift and/or move manipulate objects of various sizes without assistance.

Assist in the daily upkeep and cooking tasks, such as:

- Purchase of supplies and food
- Inventory control
- Meal planning and preparation
- Sort, wash, load and unload laundry and put away
- General cleaning
- Grocery/supply errands
- Wash dishes and clean kitchen according to agreed hygiene standards
- Clean wash basins, mirrors, tubs and showers
- Empty and clean trash containers
- Dispose of trash in a sanitary manner
- Tidy up common rooms
- Maintain all cleaning equipment and materials in a safe and sanitary working condition
- Dust and wipe down common room surfaces, furniture and fixtures e.g., lamps, end tables

Training and Education, as required:

- Self-development and growth in areas of Food Handling, WHMIS, First Aid/CPR,

Other Duties:

- Other duties as required
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***All applicants must meet the Miziwe Biik Employment Centre Guidelines**

***Position is Subject to Government Funding**

***Candidates are required to be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counselor**

Interested applicants are invited to submit their cover letter and resume by noon on April 24 2017 2017 via fax 416-920-4891, addressed to Lisa Powell, Shelter Coordinator, Anduhyaun Inc. or emailed to sheltercoordinator@anduhyaun.org

Hand submitted applications will not be considered.

While we wish to thank all applicants for their interest, only applicants invited for an interview will be contacted



Miziwe Biik
Aboriginal Employment and Training

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