

## EMPLOYMENT OPPORTUNITY

### Relief Housekeeper

#### Awo Taan Healing Lodge Society “Nurturing Families Living in Peace”



A recent staff survey shows some of Awo Taan’s strengths are interesting & challenging work and policies that encourage work/life balance.

The primary responsibility of the Housekeeper is general cleanup and up-keep of the Shelter so that all health and safety regulations can be met. Kitchen to be cleaned, floor swept and wet mopped daily; assist with kitchen duties, coordinate, receive, store and maintain household and clothing items. Other duties include making all the necessary calls and repairs to emergency failure situations. Coordinate food hampers.

All programs are offered within a wholistic approach which includes traditional Aboriginal Spiritual concepts and ceremonies; blended with contemporary methods.

#### **DUTIES AND RESPONSIBILITIES**

- Sterilize and sanitize all surface areas and vacated bedrooms;
- Sweep and mop floors; vacuum where carpeted;
- Wipe down all windows and walls;
- Clean and sterilize all bathrooms;
- Wash and dry household linens daily;
- Other household tasks as assigned.

#### **SKILLS AND QUALIFICATIONS**

- Minimum of grade 12;
- Previous commercial or institutional housekeeping experience;
- Understanding and knowledge of Aboriginal culture and traditions, the ability to speak an Aboriginal language would be an asset;
- Current CPR & First Aid and Food Services Certificate training would be an asset;
- Must provide proof of a current Police Check & Child Welfare Intervention Services Check.

#### **Closing Date: Until suitable candidate has been selected**

Please forward cover letter and resume to:

Selection Committee  
Awo Taan Healing Lodge Society  
PO Box 6084, Station A  
Calgary, AB T2H 2L3  
Fax: 403-531-1977  
Email: [awotaan@awotaan.org](mailto:awotaan@awotaan.org)  
[www.awotaan.org](http://www.awotaan.org)

*Thank you for applying. Only those short listed will be contacted. No phone calls or emails please.*