



## Summer Housekeeper Program Assistant

Casual · Non-unionized

*Are you between the ages of 18 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children's Services (AFCS) is looking to hire a Summer Housekeeper Program Assistant to work at our Overbrook Child Care Centre! As a Summer Housekeeper Program Assistant you will maintain a pleasant, clean and healthy environment for children and staff in compliance with Public Health regulations and agency procedures. You will assist in providing food and doing follow-up cleaning, keeping dining, activity, washroom and office areas sanitary and clean and doing laundry.*

***Position dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help students gain job skills and experience. All applicants must meet the following conditions:***

### Candidates must:

- ***Be between the ages of 18 and 30 (in accordance with child care legislation)***
- ***CSJ funding is not applicable to foreign students***

**Available from:** May 13<sup>th</sup>, 2019 to August 30<sup>th</sup>, 2019 (Variable start date between 8-16 weeks in duration)  
**Salary:** \$17.11 per hour  
**Hours:** Up to 35 hours per week  
**Location:** Overbrook Child Care Centre, 557 Queen Mary Street  
**Closing date:** April 28<sup>th</sup>, 2019  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Maintain hygiene standards as defined under Food Premises Act, Health Guidelines, and agency policies in areas associated with food provision
- ✓ Clean counters and cupboards in the receiving kitchen or food preparation area; wash dishes
- ✓ Sweep and wash eating area floors and disinfect tables and chairs
- ✓ Maintain children's activity, washroom and staff areas in required sanitary and neat condition
- ✓ Clean and disinfect washrooms and fixtures; collect and dispose of garbage; may wash floors
- ✓ Assist in maintaining supplies; advises supervisor of needs
- ✓ Demonstrate care for and interest in children in carrying out daily duties
- ✓ Demonstrate flexibility in meeting the needs of the children by assisting teachers in maintain adequate levels of supervision when necessary

### To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Immunization Record (TDP, MMR-Td current in last 10 years)
- ✓ Current Standard First Aid and CPR certification (not expiring before September 1, 2019)
- ✓ Knowledge of basic principles of health and hygiene
- ✓ Basic knowledge of food handling, housekeeping and sanitary practices
- ✓ Demonstrate understanding of licensed group care environment
- ✓ Ability to relate well to children and be flexible

### It would be an asset if you had...

- ✓ Bilingualism (French & English)
- ✓ Food Handlers Certificate

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

