



## ECE Assistant/Housekeeper

Permanent · Full -Time · Unionized

Andrew Fleck Children's Services is looking to hire an ECE Assistant and Housekeeper. In this role you will spend half the day as ECE Assistant, assisting the Early Childhood Educators (RECE) in providing a nurturing, developmentally appropriate, healthy and safe environment to meet the needs of children in the group setting. The other half of the day will be spent as a Housekeeper maintaining a pleasant, clean and healthy environment for children and staff by providing regular cleaning of the kitchen, bathrooms and all main rooms of the centre.

**\*Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services\***

**Available from:** January 31<sup>st</sup>, 2022  
**Salary:** \$17.72 to \$20.69 per hour (Housekeeper) / \$22.08 to \$25.07 per hour (ECE Assistant)  
**Hours:** 35 hours per week, shifts between 7:30am – 5:30pm  
**Location:** Capital Child Care Centre, 1230 Bank Street, Ottawa, ON  
**Closing date:** January 24<sup>th</sup>, 2022  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

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

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of 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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Meet children's needs for continuance of care, routines and education in the absence of a regular caregiver
- ✓ Implement program plans daily
- ✓ Observe children's behaviours and levels of participation
- ✓ Attend to physical needs of children
- ✓ Ensure positive communication with parents
- ✓ Maintain hygiene standards as defined under the Food Premises Act, health guidelines and agency policies in areas associated with food provision
- ✓ 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, clean and line containers
- ✓ Wash floors, spot clean walls and dust shelves and window ledges
- ✓ Assist and replace other staff at the centre as required
- ✓ Demonstrate care for and interest in children in carrying out daily duties

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

- ✓ Previous experience assisting in early learning and care environments or working directly with children
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Current Standard First Aid and CPR certification
- ✓ Knowledge of basic principles of health and hygiene
- ✓ Demonstrate understanding of a licensed group care environment
- ✓ Proven ability to work closely with other team members
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Adequate energy and ability to meet the physical demands of the job
- ✓ Early Childhood Education diploma or degree from a recognized college or university or other equivalent education (would be an asset)
- ✓ An additional language (would be an asset)

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)

