



Housekeeper/Assistant Cook

Temporary · Part-Time · Unionized

Andrew Fleck Children's Services is looking to hire a Housekeeper. In this role you will maintain 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.

Available from: September 8th, 2025 to March 27th, 2026
Salary: \$19.50 to \$22.77 per hour
Hours: 25 hours per week, 5 hours per day, shift-10:30 am to 3:30 pm
Location: Hopewell Child Care Program, 17 Hopewell Ave, Ottawa, ON
Closing date: August 25th, 2025
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and comprehensive benefits package
- ✓ Comprehensive benefits package including 3 weeks of vacation & Benefits plan through Canada Life
- ✓ 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 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...

- ✓ Clear Police Record Check (Vulnerable Sector) current within the last 6 months
- ✓ Knowledge of basic principles of health and hygiene
- ✓ Adequate energy level and ability to meet the physical demands and time constraints of the job
- ✓ Demonstrated understanding of a licensed group care environment
- ✓ Ability to relate well to children and be flexible
- ✓ Ability to work as members of a team and also independently with minimal supervision
- ✓ Sensitivity and respect for individual and cultural differences

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

