



## ECE Assistant/Housekeeper

George Street Child Care Program

Permanent · Full -Time · Unionized

Andrew Fleck Children's Services is looking to hire an Early Childhood Educator Assistant/Housekeeper (ECE Assistant/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.

- Available from:** July 13<sup>th</sup>, 2026
- Salary:** ECE Assistant: \$23.89 to \$27.12 per hour + **6% RRSP**  
Housekeeper: \$19.70 to \$23.00 per hour  
Compensation Includes: 4 weeks of vacation annually, Health and Dental, Paid sick leave, 2 personal days, Special leave
- Hours:** 37.5 hours per week, 7.5 hours per day, Shifts between 9:15 am-2:15 pm as an ECEA and 2:45 pm-5:15 pm as a HK; 5 hours in the ECE Assistant role and 2.5 hours in the Housekeeper role  
**\*5 hrs as ECEA and 2.5 hrs as Housekeeping on PA and Non-School Days**
- Location:** George Street Child Care Centre, 185 and 195 George St., Ottawa
- Closing date:** July 9<sup>th</sup>, 2026
- Apply:** E-mail a copy of your resume to [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

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

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ 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
- ✓ Assist in maintaining a healthy and safe environment
- ✓ 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
- ✓ Facilitate and support outdoor meals and snacks
- ✓ 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
- ✓ Demonstrate understanding of a licensed group care environment
- ✓ Proven ability to work closely with other team members and also independently with minimal supervision
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Ability to relate well to children and be flexible
- ✓ Adequate energy level and ability to meet the physical demands and time constraints of the job
- ✓ Knowledge of basic principles of health and hygiene
- ✓ A keen interest and comfortability in working in the outdoors in all weather and all seasons
- ✓ 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).

APPLY TODAY!