



**Ronald McDonald  
House Charities®**  
Saskatchewan

Keeping families close™

## **House Services (housekeeping) – Part Time Permanent, Shift Work**

Ronald McDonald House Charities – SK (RMHC-SK) is a provincial organization that promotes Family Centered Care, and provides accommodation and supports to families of sick children while they are receiving medical treatment at a local hospital. For more information on our mission and programs, please visit [www.rmh.sk.ca](http://www.rmh.sk.ca).

Reporting to the Facility Coordinator and working collaboratively with the housekeeping team, the House Services Team plays a vital role in the day-to-day cleanliness and appearance of the House, and in making all families feel comfortable during their stay.

### **Key Responsibilities Include:**

- Provide exceptional hospitality and service to all guests of RMCH-SK
- Ensure all guestrooms are thoroughly cleaned on a continual turnover basis. This includes: washing walls, deep cleaning washrooms, moving furniture, vacuuming, washing floors, dusting, etc.
- Launder and re-stock household linens – guest room, washroom, kitchen, etc.
- Assist and support families with cleaning and/or providing supplies
- Maintain inventories and identify when re-ordering is required. This includes: cleaning, laundry, kitchen, linen and washroom supplies.
- Inform the Facility Coordinator of maintenance needs and requirements.
- Inform the Family Service Office of family concerns or any information related to maintaining a safe, clean, healthy and supportive environment for all families.
- Supervise House Services volunteers where appropriate to instruct and support proper cleaning guidelines.
- Perform and maintain other cleaning guidelines as outlined in our Ronald McDonald House Charities – SK Standards for Cleanliness and Maintenance.

### **Job Requirements Include:**

- Ability to work evenings, weekends and statutory holidays
- 1 year experience with commercial or residential cleaning
- Strong interpersonal and communication skills:
  - Evidence of being genuine and approachable
  - Can exhibit compassion and care to families who are facing difficult circumstances
  - Comfortable in an environment that embraces reconciliation, equity, diversity and inclusion
- Proven ability to work effectively both within a team and independently
- Basic computer skills
- Ability to lift a minimum of 40 pounds
- Able to pass a Police Record Check and Vulnerable Sector Check
- Proof of COVID-19 vaccination required for all RMHC-SK staff

**Work Hours:**

- **Shift Work.** A combination of 2pm – 10pm and 11am – 7pm shifts, with an occasional 6am – 2pm shifts.
- Primarily evening, weekends and statutory holidays, with occasional weekdays.

**Application Process:** If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resource Development at [kgilbert@rmh.sk.ca](mailto:kgilbert@rmh.sk.ca) **no later than 4pm, Tuesday, June 7th.** *Only applicants selected for an interview will be contacted.*