**Position Title:** Housekeeper (Permanent)

**Department:** Facility Operations – Cleaning Services

**Supervisor:** Manager, Housekeeping & Janitorial Services

**Compensation:** $17.00 per hour (probationary rate)

**Hours:** Either 7 a.m. to 3:30 p.m. or 5 a.m. to 1:30 p.m. / 40 hours per week

**Terms:** Full-time

**Posting Date:** September 21, 2017

**Closing Date:** September 29, 2017

**Apply to:** hr.stmikes@utoronto.ca

**Attention:** Human Resources Officer

(please include position title in subject line of email when submitting resume and cover letter)

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**Profile**

The University of St. Michael’s College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, “Teach me goodness, discipline and knowledge,” sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael’s College boasts a large and dynamic undergraduate division, a Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

**Position Summary**

Reporting to the Manager, Housekeeping & Janitorial Services, the position is responsible for assuring quality housekeeping services to all campus buildings as assigned, maintaining college standards of cleanliness and undertaking duties in a professional and courteous manner.

**Duties and Responsibilities as follows but not limited to:**

- Physically capable of operating cleaning equipment without restriction
- Cleaning furniture (dusting and polishing)
- Cleaning floors (mopping, sweeping and vacuuming)
- Cleaning of offices and classrooms
- Making and changing of residence beds and cleaning of rooms
- Clean and change window drapes
- Change light bulbs as required
- Clean washrooms including; toilets, urinals, showers, mirrors, floors, and fixtures
- Collection and discarding of garbage and recyclables
- Washing of windows and walls
- May be required to move light furniture within rooms
- Laundry
- Other job related duties as assigned

**Experience**

Minimum 1-2 years in the cleaning/custodial field

**Education**

High School diploma or equivalent combination of education and experience

Satisfactory command of the English language is necessary in order to deal with staff, visitors, students, faculty and co-workers.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

_All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael’s College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca_