



## Employment Opportunity Buildings & Grounds Maintenance Worker

### Working at YWCA Banff

YWCA Banff is a community-based, feminist organization with over 100 years of experience in Banff and the Bow Valley. Governed by a volunteer Board of Directors, our organization shapes a safe, inclusive community that supports our vision of a thriving, equitable society. The YWCA is funded through grants, donor support and revenue from our social enterprise – the YWCA Banff Hotel. All employees play an instrumental role in realizing our organizational goals through their commitment to our four strategic priorities: programs and services to end gender-based violence; a continuum of sustainable housing solutions; advancing the rights of women and girls; and building a sustainable organization.

If you are interested in this role, please submit a cover letter and resume. For the full job description or to learn more about this opportunity please reach out to [jobs@ywcabanff.ca](mailto:jobs@ywcabanff.ca)

### The Role

#### Specific responsibilities include but are not limited to:

- Show up to assigned shifts on time. Advise Supervisor/Manager in advance if unable to attend assigned shift
- Uniform and personal appearance are kept clean and professional and are in accordance with the YWCA Banff Housekeeping dress code
- Clean all areas of the facility, including contract and hotel rooms, dormitories, permanent buildings, common areas, meeting spaces, common washrooms to department standards
- Attend to laundry
- Perform rotation cleaning duties (eg: steam clean carpets, wash windows, deep cleaning etc) as required
- Wax and buff floors and operate the carpet shampooer as required
- Clean offices once a week

- Practice safe working habits, including bending and lifting appropriately to avoid injury, reporting hazards, appropriate use of cleaning chemicals.
- Maintain cleanliness and organization of work areas such as laundry room, linen closets, storage rooms
- Restock Carts at the end of each day with supplies, including making sure all spray bottles are properly labeled
- Items found in rooms and common areas labeled and bagged and put into the Housekeeping office
- Report any maintenance issues to appropriate departments
- Report any discrepancies in Guest Room status to Housekeeping Supervisor/Manager
- Set up/take down rooms for groups, courses, workshops and functions
- Report any persons not abiding by YWCA Banff policies/rules
- Comply with the YWCA Banff Policies and Procedures
- Provide help in other departments when required

## Compensation & Benefits

Housekeeper position is a full time, year-round position at 40 hours per week, with no direct reports. Wage starts at \$16.50 per hour.

The YWCA offers a competitive benefits and compensation package with options for flexibility and encourages training and personal development for all employees.

YWCA Banff is an equal opportunity employer. Our organization cultivates a diverse, inclusive environment in line with our commitment to building a thriving, equitable society for everyone.

We encourage all qualified applicants to apply including women, persons with disabilities, members of visible minorities and Indigenous persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

To apply, send your resume to [jobs@ywcabanff.ca](mailto:jobs@ywcabanff.ca).