

ST. JOSEPH'S MOTHERHOUSE
2025 Main Street West
North Bay, ON P1B 2X6

JOB POSTING

Date Posted: Wednesday March 13, 2019

Classification: Housekeeping Manager – Full Time

Position Description:

The Manager of the Housekeeping Department is responsible for the planning, management, staffing, budgeting, quality standards and daily operations of housekeeping, laundry and sewing departmental services, which operates five days per week. Works to ensure effective supervision and management of human resources in unionized environment. The Manager of Housekeeping provides leadership, support and guidance to ensure that quality housekeeping standards, inventory levels, safety standards and expectations are met. The Manager serves as a role model and conducts self in a manner consistent with the mission and values of the organization.

Qualifications:

- Must be in good physical condition and able to meet the physical demands of position. Successful candidate must participate in and successfully pass a Work Abilities Check arranged by employer prior to commencing employment
- Demonstrated leadership, management and problem-solving skills;
- Excellent interpersonal, communication (oral and written) and team building skills;
- Excellent planning and time management skills;
- Good knowledge and experience of computer applications (MS word, Excel)
- Satisfactory Criminal Record Check with Vulnerable Sector Screening is required

Education:

High School Diploma

College Certificate or Diploma in Human Resources or equivalent as Asset

WHMIS certification

Experience:

Minimum of 2-3 years' experience in managerial/supervisory position

Salary: Commensurate with Qualifications & Experience

Where to send application: Attn: Lynn O'Brien, Admin Assistant
Email: lobrien@csjssm.ca

Closing Date of Position: March 27, 2019

Date: _____

Administrator