



Provincial Job Description

TITLE:
(240) Hostel Cleaner & Clerk

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides a clean and sanitary environment for clients, staff and visitors. Performs bookkeeping and takes reservations for the hostel unit.

QUALIFICATIONS:

- ◆ Grade 11

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Ability to work independently
- ◆ Communication skills

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Cleaning

- ◆ Cleans bathrooms and kitchen.
- ◆ Empties garbage.
- ◆ Vacuums and dusts.
- ◆ Strips beds and washes bedspreads.
- ◆ Maintains floor (e.g., dry/wet mop).
- ◆ Maintains inventory (e.g., linen, supplies).

B. Clerical

- ◆ Collects payment, issues receipts and maintains accounts receivable.
- ◆ Prepares cash and forms for deposit.
- ◆ Takes and records reservations for hostel.
- ◆ Compiles month end reports.
- ◆ Fills out forms (e.g., agencies, Social Services Department).
- ◆ Keeps accurate records of guest stays.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005