



Job Opening at Nikkei Home, Burnaby

Housekeeping Aide

Reports to: Resident Services Manager

Position Summary:

The Housekeeping Aide is responsible to perform housekeeping duties for the Nikkei Seniors Health Care and Housing Society’s two projects – Nikkei Home and New Sakura-so Seniors Residence. All responsibilities will be conducted in a manner that is consistent with the philosophy of Nikkei Seniors Health Care and Housing Society.

Responsibilities and Duties:

General

- Clean, wash and disinfect building areas such as suites, spa areas, washrooms and common areas that include walls, windows, ceilings, floors, carpets, air vents, furniture, bathroom fixtures and blinds by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, steam cleaning, shampooing, waxing and buffing using various manual and power cleaning equipment.
- Maintain housekeeping equipment by cleaning and replacing items such as filter bags and mop heads.
- Collect and remove trash, recyclables and toxic waste containers.
- Maintain and monitor housekeeping supplies, order as required. Stock cleaning carts as required.
- As delegated provide extra housekeeping services to suites and common areas as requested by residents.
- Complete and maintain housekeeping records and documentation.
- Assist other Housekeeping Aides or Building Service Worker to ensure hospitality and housekeeping services are responded to and provided to residents, guests, staff and other users of the building in a consistent, high quality and collaborative manner.
- Implement all housekeeping policies and procedures.

Address 6680 Southoaks Crescent • Burnaby, BC V5E 4N3

Phone 604.777.5000 **Email** srhousing@nikkeiplace.org **Website** seniors.nikkeiplace.org

Charity No. 118972975 RR 0001



Work Safety

- Report unsafe and faulty equipment, fixtures, and furniture and remove from service as necessary to support a safe environment.
- Follow all safety procedures and rules.
- Participate in the workplace safety program.
- Help to identify and improve workplace safety.

Other Duties

- Demonstrate an appreciation of the heritage, values and wisdom of the residents and an understanding of the aging process and/or living with a disability.
- Maintain and foster the philosophy of respect, dignity, independence and privacy of the residents and their home.
- Attend and participate in staff meetings.
- Participate in in-service education, project work or committees as required.
- Understand the importance of and maintain confidentiality.
- Assist with quality assurance activities.
- Perform other related duties as assigned by the Manager.

Qualifications:

Education

- Grade 12.
- Building Service Worker certificate.
- WHMIS certificate.
- Basic first aid certificate.
- Or an equivalent combination of education, training and experience.

Experience

- Two years recent, related experience in hotel, hospitality or health service areas.
- Or an equivalent combination of education, training and experience.

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Nikkei Seniors
Health Care &
Housing Society

健康で長生き “Kenko de nagaiki”
Living, laughing, and aging gracefully

Personal Competencies

- Ability to prioritize conflicting duties and organize workload.
- Ability to follow instructions and to complete assignments independently.
- Ability to communicate effectively both verbally and in writing in English language. Ability to communicate in the Japanese language an asset.
- Demonstrated well-developed interpersonal skills to establish and maintain rapport with residents, families and co-workers.
- Ability to work cooperatively with others.

Physical Demands

- Physical abilities to carry out the duties of the position.
- Good general health and demonstrated emotional stability to cope with the physical, mental and emotional demands of the position.

To apply or to receive more information, please email Hiromi Hasegawa, Manager of Residents' Services, hhasegawa@nikkeishc.com. You may also fax your application to 604-777-5050.

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