

Job Posting

#21.94 HYGIENE WORKER 919 Pandora

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview

Under the supervision of the Outreach Manager, the Hygiene Worker assists with the provision of services in the Hygiene area.

The Hygiene Worker must have and/or quickly develop a good understanding of the organization in order to efficiently direct inquiries and be able work with tact and diplomacy when assisting volunteers and the family in an often hectic environment.

Duties:

- Signs up family members for showers and lockers.
- Monitors bathrooms and hygiene area.
- Assists with ordering and inventory of supplies for the support area.
- Greets volunteers and the family members, replies to general inquiries and refers people/inquiries to appropriate staff.
- Cleaning showers and managing shower list.
- Training and orientating new volunteers.

Education and Experience:

- Preferably Grade 12
- On-the-job or formal customer service and communication training preferred

Skills and Abilities:

- Excellent organizational and communication skills
- Ability to manage efficiently and effectively diverse workload, prioritize tasks and to multitask
- Must be a strong team player

Working Conditions/Compensation:


- Hours – 7:30am to 4pm on Monday, Tuesday, and Friday, for a total of 22.5 hours per week
- Salary: \$21.45 to \$23.39 per hour. Salary will remain same if current OPS employee.
- Excellent benefit package **paid by employer at 50%** after 3 months of employment.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m., Tuesday, November 9, to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote **“File # 21.94 Hygiene Worker”** in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.



Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities