



Job Title:	Housekeeping Worker	Reports To:	Transition House Director
Location	Masset, BC	Position Type:	Temporary (1 year), part-time
Classification:	Classification: Housekeeper (JIEP Grid Level 3)	Benefits:	Employee and Family assistance plan upon hire
Level/Salary Range:	\$23.04- \$26.39/ Hour	Position Hours:	Variable hours, schedule to be determined
Date Posted:	June 29, 2026	Posting Expires:	Until filled

Applications Accepted By:

FAX OR E-MAIL:

(250) 626-4662 or td@hgscp.ca
 Subject Line: Housekeeping Worker position
Attention: Transition House Director

MAIL:

Box 811
 2132 Collison Avenue
 Masset, BC V0T 1M0

JOB SUMMARY:

The Housekeeping Worker performs routine cleaning, routine deep cleaning, minor maintenance, inventory, and other basic service functions in the HGSCP's buildings and residences, as required.

KEY DUTIES AND RESPONSIBILITIES –

- Cleans, washes and disinfects building areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds, storage rooms, and washrooms by methods such as dusting, polishing, vacuuming, sweeping, mopping, shampooing, waxing, and buffing using various manual and power cleaning equipment.
- Collects and disposes of refuse and recycling; maintains clean refuse areas and performs spot clean-ups as needed.
- Maintains food, personal protective equipment, emergency and household supplies inventories, and reports inventory summary to the appropriate senior worker or supervisor.
- Assists in the preparation of meals and/or snacks.
- Assists with the weekly grocery shopping run by shopping for program groceries and putting the groceries away upon return.
- Assists with additional cleaning, shopping, or other preparations for special events or occasions.
- Performs minor maintenance such as changing light bulbs.
- Launders bedding and linens as required.
- Reports any non-routine maintenance needs to the supervisor.
- Maintains client confidentiality and safety protocols according to HGSCP policy and procedures.
- Conducts all work in accordance with employer policies and procedures.



- Performs other related duties as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS -

- Grade 10 Secondary or equivalent
- Current First Aid Certificate with CPR component
- Completion of Food Safe Certificate (may be completed online)
- Completion of additional training as required
- This position requires Union membership with the BCGEU General Services.
- This position is dependent on a satisfactory Criminal Records Check (Vulnerable Sector).

REQUIRED SKILLS & ABILITIES -

- Attention to detail
- Physical ability to perform all cleaning, routine maintenance, and basic service tasks
- Ability to perform outlined tasks with minimal or no supervision
- Ability to work cooperatively within a team

Reviewed By:	CSSEA	Date:	February 2026
Approved By:	CSSEA	Date:	February 2026
Last Updated By:	Brie Altrogge, Executive Director	Date/Time:	January 10, 2026