

EMPLOYMENT OPPORTUNITY

AT
HavenGroup

<u>LAUNDRY AIDE – REST HAVEN:</u>	Open to all qualified applicants (internal/external)
<u>POSTED:</u>	July 17, 2024
<u>POSITIONS AVAILABLE:</u>	.65 EFT – permanent position #5
<u>SHIFT LENGTH AND TIMES:</u>	7:00am – 3:15pm, 7:45am – 4:00pm (7.75 paid hours), every other weekend;
<u>EFFECTIVE:</u>	To be Determined
<u>DEADLINE:</u>	July 24, 2024 at 11:00am
<u>POSITION NUMBER:</u>	P4-339

ACCOUNTABILITY: Director of Support Services

POSITION PURPOSE:

Reporting to the Director of Support Services, the Laundry Aide is responsible for the processing and transporting soiled and clean linen to the appropriate areas of the facility. The incumbent is also responsible for keeping and maintaining records for linen inventory, washing records, delivery records and maintaining the laundry production/storage areas, ensuring equipment is clean and in good working condition. The laundry aide will follow Standards, Infection Control and Manitoba Workplace Safety and Health Act and Regulations.

The incumbent will exercise initiative and independent judgment at times in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the Mission, Vision and Values and the policies of HavenGroup.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 10 education

KNOWLEDGE REQUIRED:

- Basic knowledge of sewing machine use
- Basic knowledge of laundry in residential and/or commercial/industrial environment

EXPERIENCE REQUIRED:

- Previous work experience in a commercial/industrial laundry facility an asset

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated verbal comprehension and written command of the English language

- Demonstrated ability to follow written and oral instructions and to handle laundry chemicals and cleaning supplies as per Manufacturer's directions
- Demonstrated basic computer skills
- Demonstrated ability to work independently as well as with others
- Demonstrated ability to establish and maintain positive working relationships
- Demonstrated ability to problem solve within the responsibilities of the position
- Demonstrated flexibility in adjusting to a changing environment
- Demonstrated flexibility to facilitate changes in techniques and procedures
- Demonstrated ability to respect and promote a culturally diverse population
- Demonstrated ability to meet the physical and mental demands of the job
- Completes and maintains satisfactory originals of the Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate

This position may be required to work additional shifts to cover sick, vacation and other vacant shifts in order to meet the operational needs of the facility

Salary as per Rest Have Care Home approved wage scales

HavenGroup offers comprehensive benefit packages that vary dependent on employee status that include:

- Company Pension Plan
- Dental
- Extended Healthcare
- Group Life Insurance
- Disability and Rehabilitation
- Employee Assistance Program

For confidential consideration, please forward your application to Angie Knudsen, Human Resource Officer at aknudsen@havengroup.ca. Applications may also be submitted via the following link: <https://havengroup.ca/jobs>. This position will be posted until filled.

The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

***We thank all of those who express interest in this position, however,
only those invited for an interview will be contacted.***

HavenGroup is an employer compliant with public health orders.