



JOB POSTING

Housekeeper Muskoka

ABOUT US

CAMPFIRE CIRCLE (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, CAMPFIRE CIRCLE donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

At CAMPFIRE CIRCLE we are committed to ensuring employment is accessible within our organization. In summer 2022 we are piloting a project to help reduce financial barriers for summer staff members. This may include assistance with costs related to the job such as: camping equipment/gear, outdoor clothing, training/certifications, and transportation, mileage, or parking. If you require financial assistance related to the program, you are invited to make this known during the recruitment process.

THE OPPORTUNITY

CAMPFIRE CIRCLE will be running in-person overnight camp programs at our overnight camp location in Muskoka (Rosseau, ON) this summer.

Would you like to be part of our amazing staff team this summer? We are searching for **Housekeepers** to join our Summer Staff Team in 2022.

Reporting to the Facilities Manager, and working closely with site co-ordinator and the rest of the summer staff team and our volunteers, the Housekeepers ensure the cleanliness and sanitation of our buildings, furnishings and fixtures. They organize and replenish stock and supplies in housekeeping store rooms as needed. They support full staff team with a full-camp clean and sanitize during session changeovers. During the 2022 season the Housekeepers will be required to strictly follow all COVID safety protocols as per management's requirements.

Muskoka Site

Start Date: June 20, 2022

End Date: September 4, 2022

Rate: \$20/hour

Paid training/virtual training dates may occur prior to this date



KEY ACCOUNTABILITIES:

1. PERFORMING HOUSEKEEPING DUTIES: [80%]

- a) Perform housekeeping duties in a way that ensures a safe, healthy and clean environment.
- b) Ensure the cleanliness and sanitation of our buildings, furnishings and fixtures.
- c) Organize and replenish stock and supplies in housekeeping store rooms as needed.
- d) Process limited amounts of laundry.
- e) Remove trash and recycling to pick-up points.
- f) Protect equipment and make sure there are no inadequacies
- g) Support full staff team with a full-camp clean and sanitize during session changeovers.
- h) Demonstrate a positive and supportive attitude toward camp residents.

2. OTHER FACILITIES RELATED DUTIES & SUPPORT: [15%]

- a) Support the maintenance team on an ongoing basis with some light repair work.

3. PAPERWORK AND FACILITIES TRACKING: [5%]

- a) Complete building checklists and follow cleaning schedules.
- b) Support year-round maintenance team with store room inventory and supply needs.
- c) Utilize the maintenance tracking software The WorxHub to add maintenance and facility repairs and requests.
- d) Attend and actively participate in staff training; and compliance with workplace safety protocols.

ABOUT YOU

In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

Experience and Qualifications:

Required Criteria

- a) At least 18 years old
- b) Ability to work with a team and independently.
- c) Ability to exercise good judgement in setting and carrying out daily tasks.
- d) Open to receiving feedback.
- e) Comfortable performing physically demanding tasks.
- f) Comfortable working in a medically based environment.
- g) Current police reference check and vulnerable sector screening.



Advantageous Criteria

- a) Housekeeping experience or experience working in a camp/resort style setting.
- b) Experience working in a child-centred environment.
- c) Standard First Aid with CPR-C and AED qualification.

Particular Working Conditions

- a) This position has the opportunity to live at the Muskoka campsite for the duration of the contract – room and board is provided at a nominal rate.
- b) Working outside for long periods of time.
- c) Some evenings and weekend work is required.
- d) In consideration of the population CAMPFIRE CIRCLE serves, the incumbent is a non-smoker.

Physical Requirements

The usual and customary methods of performing the job's functions require a variety of physical actions, including: walking, lifting, carrying, reaching, pushing and pulling; bending, stooping, kneeling, crouching, sitting and crawling; mopping, sweeping, wiping and scrubbing; and significant fine finger dexterity.

The minimum physical requirements for this position include the ability to:

- Work at step-ladder height.
- Able to lift 20kg.
- Use common housekeeping tools
- Use commercial/hazardous housekeeping products
- Work in varying indoor and outdoor environments, including uneven terrain and changing weather.

TO APPLY

Qualified applicants are encouraged to apply by email at careers@campfirecircle.org.

Please indicate in the subject line the title of the role you are applying for.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

CAMPFIRE CIRCLE is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada.



Accommodations are available on request for candidates taking part in all aspects of the selection process. You can contact our HR Team for accommodation requests at HR@campfirecircle.org, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.

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CAMPFIRE CIRCLE is grateful for Indigenous communities' stewardship of the land that we occupy- the traditional territory of many nations such as the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We aspire to be deserving stewards of the land, in partnership with them.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.