



**The Children's Cottage Society of Calgary**  
[www.childrencottage.ab.ca](http://www.childrencottage.ab.ca)  
**Housekeeper – Full Time**

The Children's Cottage Society is seeking a qualified applicant for the position of House-Keeper in a residential program for families experiencing homelessness. Brenda's House offers a safe place for families to stay while they are working to find sustainable housing. A House-Keeper is needed to maintain the cleanliness of the facility.

**Qualifications:**

- Ability to plan daily tasks according to need and priority
- Ability to conduct a variety of physical tasks related to housekeeping and maintenance (ie. climbing stairs, being on feet for extended periods of time, mobility as related to cleaning high and low spaces)
- Ability to follow directions and document daily work
- Ability to work in a busy, family friendly environment
- Ability to work as a positive, non-judgmental member of a team which supports families during a time of crisis
- Previous experience and professional, job-related references required

**The applicant will be responsible for:**

- Daily cleaning of common living spaces, kitchen area, washrooms, and office space including dusting, vacuuming, mopping, general cleaning
- Ensuring materials for tasks are organized and well-stocked
- Following guidelines as set out by Alberta Health for proper sanitation and cleanliness
- Cleaning and preparing resident rooms as families leave Brenda's House and new families arrive (including laundry, cleaning rooms, making up beds)
- Working with kitchen and maintenance team to accomplish special cleaning tasks (ie. cleaning carpets, cleaning fridges)

This is a full-time position of 40 hours per week Monday to Friday.

Competitive wage and health benefits provided.

Start date: immediately

Contact Program Manager at [rataya@childrencottage.ab.ca](mailto:rataya@childrencottage.ab.ca) or by fax at 403-242-8659