



Position Title: Housekeeper
Reports To: Director of Operations
Department: Facilities
Status: Full-time (35 Hours per week)
Monday – Friday
Summer Months 1pm-9pm
Winter Months 5am – 1pm
Revision Date: August 22, 2025

JOB PURPOSE

This unionized position is responsible for upholding the highest standards of cleanliness and orderliness within municipal facilities. The position requires adherence to established guidelines set by union agreements and municipal policies to ensure a safe and inviting environment of all facility occupants and visitors.

SPECIFIC ACCOUNTABILITIES

- Carry out routine cleaning activities, including sweeping, mopping, vacuuming, and dusting, at the following locations within the Municipality of Red Lake: Municipal Office, Arena, Public Works, Cochenour Hall (when rented), all beach change rooms during the summer months, and the skating rink change room during the winter months.
- Perform cleaning duties for the Fire Halls, rotating across one fire hall every per week (totaling three fire halls), focusing on the bathrooms, kitchen, and meeting room.
- Conduct thorough cleaning and sanitization of restrooms, kitchens, and other high-contact areas, including disinfecting surfaces, mirrors, sinks, and toilets and replenishing consumables like toilet paper and soap.
- Clean windows, carpets and upholstery using appropriate machines and techniques to meet required standards.
- Monitor and manage the inventory of cleaning supplies and equipment.
- Independently execute assigned daily cleaning tasks without direct supervision.
- Maintain cleaning equipment in good working order and coordinate with management for more significant maintenance needs.
- Adhere to all relevant health and safety regulations to ensure cleaning practices do not pose risks to employees or the public.
- Utilize chemicals and materials according to WHMIS standards, including proper labelling, storage and handling.
- Maintain accurate records of washroom facilities in accordance with the Occupational Health and Safety Act.
- Work collaboratively with facility staff to address any immediate cleaning or maintenance needs as they arise.
- Performing other related duties as assigned.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Knowledge of commercial and institutional cleaning practices.
- Familiarity with sanitation and disinfection protocols to comply with health and safety standards.
- Understanding of relevant health and safety regulations, including the Workplace Hazardous Materials Information System (WHMIS).
- Ability to maintain a high standard of cleanliness and organization across varied facility settings.



- Proficiency in managing time effectively, ensuring all scheduled tasks are completed within assigned shifts.
- Effective verbal and written communication skills for interaction with colleagues and supervisors.
- Proficient in handling and operating various cleaning machinery.

WORKPLACE REQUIREMENTS & CONDITIONS

- High School Diploma
- Ability to work independently.
- Primarily indoor work with periodic outdoor tasks, dependent on seasonal and special event needs.
- Must be able to lift, move and manipulate cleaning equipment and materials.
- Work shifts may fluctuate to include early mornings and evenings to accommodate facility schedules.

RELATIONSHIPS

- **Internal:** All municipal departments
- **External:** Occasional contact with the public.

RATE OF PAY

- \$22.43 Hourly – Job Classification #02

UNION

- United Steelworkers