



Job Title: Storekeeper/Housekeeping - FT (Temporary)

Department: Shelter and Hospitality Services

Reports to: Manager, Hospitality Services

Good Shepherd Ministries is currently accepting application for a Full-time (Temporary) Storekeeper/Housekeeping position.

Role Summary and Responsibilities includes:

Job duties for this position includes: receiving, sorting and correctly storing donation of food, household, personal hygiene items etc., loading and unloading of trucks, rotating, organizing and supplying food and food products, ordering, monitoring rotating and controlling the correct use of all stocks and supplies, maintaining clean, and well-ordered environment in all food storage room, doing laundry, directing and assisting volunteers in the laundry and food storage room, providing housekeeping and janitorial services and preparing care packages for clients as directed.

Skill, Nature and Scope includes:

- Demonstrates commitment to the Mission, Vision and Values of GSM is a requirement.
- Experience in residential work with a certificate in Institutional Housekeeping obtained from a community college or equivalent combined experience and education.
- Organizational and interpersonal skills and demonstrated ability to lead and motivate staff and volunteers within the department as well as a demonstrated ability to prioritize work overload with effective attention to detail.
- Excellent written communication skills to prepare reports, order supplies etc. are essential.
- Knowledge of workplace safety and hazardous materials/chemicals through experience and or related courses (WHMIS) is essential and as well as CPR First Aid acquired through a recognized program.
- Ability to multitask, work as part of a multi-disciplinary team and individually.

Hours of work:

35.00 hours a week

Wages:

\$18.80 per hour start rate and \$19.49 per hour after successful completion of a probationary period. This position qualifies for comprehensive benefit after completion of the required wait period.

Please send application and resume to employment@goodshepherd.ca OR by regular mail: to the attention of Human Resources, 412 Queen Street East, Toronto, ON, M5A 1T3.

Thank you for those who applied, however, only those selected for interview will be contacted.