



<https://onionlakehealth.org/careers/house-mother-emergency-receiving-home/>

## House Mother – Emergency Receiving Home

### Description

The Housemother will be responsible for setting and maintaining standards relating to the cleanliness of the home, quality of food and supply of household items. The housemother will be primarily responsible for the overall housekeeping duties which consists of groceries and household orders, menu planning, following the Canada Food Guide, meal preparation, house cleaning duties, organizing and maintaining day to day house duty requirements. The Housemother will work on a team approach with all Group Home staff. The Housemother will share some of the cleaning duties with night staff.

### Reports to: Program Manager

### Responsibilities

- Meal preparation and planning, following the “Canada Food Guide” – three (3) nutritious meals will be provided with an evening snack.
- Ensure that the daily duties are done (dishes, wiping all counter tops and tables, appliances, sweeping/vacuuming floors, couches, area rugs, mopping floors, disinfect bathroom tubs, toilets, counter tops, wipe mirrors, etc.)
- Complete monthly requests for groceries, household, and water orders.
- Weekly cleaning and laundry duties.
- Ensure that monthly and yearly inventory is complete by staff.
- House maintenance report; any house repairs and/or maintenance work needing to be done.
- Delegate certain tasks for night shift workers.
- Adhere to Onion Lake Health Centre policies, guidelines and directives as they apply to all Group Home Staff.
- Other duties as assigned by immediate Supervisor.

### Qualifications

- Minimum Grade 12 and/or equivalent.
- Experience in housekeeping and cooking.
- Knowledge in nutrition and meal preparation; Experience with the Canada Food Guide.
- Food Handlers Course.
- Experience in working with children; Healthy Lifestyle Reflecting Positive Role Modelling.
- Strong interpersonal, organizational, and communication skills.
- A valid driver’s license and a reliable vehicle.
- Criminal Record Check and Vulnerable Sector Check.

### Contacts

**DEADLINE DATE: August 22, 2024**

Only qualified applicants will be contacted for an interview.

### Hiring organization

OLHBI

### Employment Type

Full-time

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to: Human Resources**

Phone: (306) 344-2330 ext. 2238

Fax: (306) 344-2357

E-Mail: [careers@onionlakehealth.org](mailto:careers@onionlakehealth.org)

Mail: PO Box 70 Onion Lake, SK S0M 2E0