



**Kids Cancer Care
Foundation of Alberta**
609 14 St NW, Suite 302
Calgary AB T2N 2A1

kidscancercare.ab.ca
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Toll Free 888 554 2267

Camp Housekeeping

THE ORGANIZATION

The Kids Cancer Care Foundation of Alberta (KCC) is passionately dedicated to helping young people and their families affected by cancer to survive and thrive in body, mind and spirit. KCC provides programs and funding in four key areas: Camp & Community Outreach, Pediatric Oncology Research, Hospital Support and Scholarships. This approach enhances the quality of life for children living with cancer, improves their odds for recovery and provides care for the whole family, during treatment and beyond.

Camp Kindle provides safe, quality camp experiences for young people and their families affected by cancer. Our free weekend and summer camps offer kids across Alberta a chance to escape the rigours of cancer treatments for outdoor fun and adventure. When not serving the oncology population, Camp Kindle provides meaningful experiences for other groups such as children's medical groups, outdoor school, bands, choirs and corporate groups.

THE POSITION

Housekeepers are responsible for, and play a very important role, in providing quality cleaning services for all guests at Camp Kindle. Our core camp programming is for children affected by childhood cancer and they require a high standard of hygiene and cleanliness. We extend this high standard to all of our guests at Camp Kindle. The position will involve part-time hours from April to November with additional bookings through the school year. This position will include weekend work.

ACCOUNTABILITY

Accountable to the director of camp and community programs, report directly to the catering and housekeeping coordinator and work cooperatively with all staff, volunteers and guests of Camp Kindle.

RESPONSIBILITIES

Excellence in service is our first priority! Housekeepers are expected to provide first class service in the areas of cleaning and housekeeping. Housekeepers are responsible for completing assigned duties in all public buildings at Camp Kindle. In accordance with the approved KCC policies and taking direction from the catering and housekeeping coordinator, the housekeepers will be responsible for the following:

Health & Safety

- Report all equipment problems, risks, issues or minor repairs required in any building;
- Ensure that regulations are followed from any health and safety acts;
- Follow specific schedules and instructions and document accordingly;

Hygiene and Cleaning

- Conduct scheduled inspection and light cleaning duties in the kitchen and public facilities;
- Ensure a high standard of cleanliness is maintained at all times;
- Maintain schedules and strict adherence to cleaning schedules;
- Complete cleaning responsibilities as assigned.

QUALIFICATIONS

- Must be 16 years of age or older with good written & reading skills;
- Current valid driver's license & acceptable driver's abstract;
- Able to provide own transportation;
- Ability to work independently as part of a team;
- Exceptional communication and hospitality skills;
- Must provide a current Level II Criminal Records Check that includes vulnerable sector.

INTERESTED APPLICANTS

Please send your resume and cover letter to:

Dacia Lashmore, Catering and Housekeeping Coordinator
Camp Kindle - Kids Cancer Care Foundation of Alberta
P.O. Box 280,
Water Valley, AB T0M 2E0

Phone/Fax: 403.637.6375

Email: dlashmore@kidscancercare.ab.ca

CLOSING DATE: February 10th, 2012

We thank all applicants; however only those applicants selected for an interview will be contacted. For more information about Kids Cancer Care, please visit our website: kidscancercare.ab.ca.