



# *Provincial Job Description*

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***TITLE:***  
**(240) Hostel Cleaner & Clerk**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Provides a clean and sanitary environment for clients, staff and visitors. Performs bookkeeping and takes reservations for the hostel unit.**

***QUALIFICATIONS:***

- ◆ **Grade 11**

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Ability to work independently**
- ◆ **Communication skills**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

**KEY ACTIVITIES:**

**A. Cleaning**

- ◆ Cleans bathrooms and kitchen.
- ◆ Empties garbage.
- ◆ Vacuums and dusts.
- ◆ Strips beds and washes bedspreads.
- ◆ Maintains floor (e.g., dry/wet mop).
- ◆ Maintains inventory (e.g., linen, supplies).

**B. Clerical**

- ◆ Collects payment, issues receipts and maintains accounts receivable.
- ◆ Prepares cash and forms for deposit.
- ◆ Takes and records reservations for hostel.
- ◆ Compiles month end reports.
- ◆ Fills out forms (e.g., agencies, Social Services Department).
- ◆ Keeps accurate records of guest stays.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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