



Housekeeper
Temporary Full-time Contract, ending June 30, 2027
35 Hours / Week (Monday-Friday)
Location – Parry Sound

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation. We also encourage ongoing professional development and a healthy work-life balance.

Overview of the Opportunity

For the duration of the **temporary contract**, the **Housekeeper** at **Waubek Early Learning and Child Care Centre, in Parry Sound**, will be responsible for performing the general cleaning, housekeeping, and related work as required to ensure a clean and safe environment in the Early Learning and Child Care Centre, under the direction of the Supervisor. Work may include direct interaction with children that can be physically demanding.

Required Qualifications Include

- Secondary School Graduation diploma.
- 1 year of related experience.
- Ability to perform assigned duties and maintain good work habits.
- Must be familiar with equipment, materials, and proper cleaning and sanitizing procedures.
- Ability to work independently and as part of a team.
- Knowledge and understanding of all legislation relevant to the position.
- Ability to travel throughout the District as required.
- Basic level of computer skills required.
- Must obtain certification in Standard First Aid, including Infant and Child CPR within 3 months of hire.

Principal Responsibilities Include

- Assume the responsibility for the overall cleanliness of the Early Learning and Child Care Centre.
- Responsible for the ordering and purchasing of cleaning supplies, in consultation with and approval from the Supervisor.
- Cover ratios as needed/required.
- Work may include direct interactions with children, which can be physically demanding. The Housekeeper may be responsible for lifting and carrying children and equipment and may need to spend time sitting on the floor, or child-sized furniture.
- Monitoring of equipment and supplies to ensure all necessary items are available for the continuous operation of the Centre, including regular inspections of equipment and performing or arranging for proper maintenance.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

- Remote work is not available for this position.

We are proud to offer the following to our contract employees

OMERS Pension with 100% matching contributions, generous paid sick time, Employee Assistance Program, and professional development.

Starting Wage

\$22.50/ hour, as per Collective Agreement, plus 4% vacation pay.
This position does not qualify for Wage Enhancement.

Classification

OPSEU – Housekeeper
Status – Temporary Full-time Contract
This is not a vacancy

Please submit a cover letter & resume referencing job ID 26U-27 by July 21, 2026

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit www.psdssab.org/employment

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and 2SLGBTQ+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

