

Dufferin Oaks is a not-for-profit Long-Term Care Home owned and operated by the County of Dufferin under standards established by the Ministry of Health and Long-Term Care. The home is a three-story facility centrally located in the County of Dufferin in the Town of Shelburne. 160 residents call Dufferin Oaks home, living in private, semi-private and standard rooms. Dufferin Oaks provides accommodation services, meals, supportive services, socialization and a full range of nursing care services for persons who, for various reasons, cannot live independently in the community.

HOUSEKEEPING / LAUNDRY AIDE

Casual

Job ID: C73-26

Location: 151 Centre Street Shelburne, ON

Job Type: Unionized Casual

Deadline to Apply: 4:30 p.m. on September 8th, 2026

Vacancy Type: Current Opening – 1 position

Reporting to the Environmental Services Manager, the Housekeeping/ Laundry Aide can be scheduled to work as either a Housekeeping or Laundry Aide. As a Housekeeping Aide, the successful candidate will ensure the maintenance of a clean and safe environment for the residents of the Home. As a Laundry Aide, the successful candidate will handle the washing and drying of linen and personal items for the residents.

What we can offer YOU!

- A competitive hourly wage ranging between \$25.97- \$28.92
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

Housekeeping Aide – Clean and service the Home: move furniture, equipment and supplies, and perform a variety of housekeeping duties to maintain the Home in an orderly and sanitary condition. Sweep, mop, wet wash and vacuum the floors. Responsible for scrubbing the floors using a scrubber machine and polishing the floors, using a buffing machine. High and low dusting of furniture, walls, over doors, cupboards, etc. Clean washrooms, sinks, and other plumbing fixtures. Collect and transport waste materials to garbage rooms / receptacles.

Laundry Aide –

Sort and separate items to be laundered in accordance with laundering requirements and ensure proper identification of all personal clothing. Operate automatic washing machines, dryers, and iron. Gather and transport laundered garments to appropriate floors, hand iron and fold or hang garments after laundering. Routinely inspect linens for wear and tear, identifying worn and torn linens. Report injuries, hazards, equipment defects and unsafe conditions. Take appropriate action to prevent accidents/injury.

Follow all infection control practices including routine practices and additional precautions where required. Ensure knowledge of and adherence to Workplace Hazardous Materials Information System (WHMIS) program through knowledge of Material Safety Data Sheets (MSDS) applicable to Housekeeping division. Utilize Personal Protective Equipment (PPE) according to the MSDS and other policies and procedures. Create and reinforce a caring environment that supports the Residents Bill of Rights, other duties as assigned

What you'll bring

- Grade 12 education preferred
- Ability to work varying shifts, statutory holidays, weekends and maintain regular punctual attendance.
- Ability to operate various pieces of cleaning equipment.
- Ability to operate laundry equipment such as washing machines, dryers, linen press, and clothing labeler.
- Ability to engage with a wide variety of people with a high level of professionalism, compassion and courtesy including culturally, socially, and economically diverse populations, seniors, persons with disabilities and professional colleagues.
- Physically able to carry out duties of the position.
- Satisfactory police vulnerable sector screening
- Two Step Tuberculosis test
- Completion of Housekeeping Course would be considered an asset.
- Experience in a similar position considered an asset.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: <https://recruiting.ultipro.ca/COR5111CCOD/JobBoard/9cb23a5e-5b79-42a8-9922-562d830c2091/Opportunity/OpportunityDetail?opportunityId=9b698827-6f4c-4623-a3e7-cbe90b743f39&sourceId=a9d5ae3e-7f9a-43c8-90c8-6720e24682ba>

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of



Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

DISCOVER YOUR CAREER WITH US

