

Prince George & District Elizabeth Fry Society
Clothesline Worker
Job Description

Job Summary:

Hourly Wage: Grid Level 3

Performs the duties of sorting, and organizing of donations along with overall cleanliness within the clothesline space.

Reports to: Family Programs Manager

Key Duties and Responsibilities:

1. Performs duties such as sorting, and hanging of clothes and small household items
2. Maintains clean clothesline area with vacuuming, sweeping, and spot mopping
3. Collects and disposes of refuse from collected clothes
4. Secures the clothesline space by locking doors and keeping area secure
5. Reports any maintenance requirements to supervisor
6. Performs other related duties as required.

Job Skills and Abilities:

1. Good interpersonal behavior and communication skills;
2. demonstrated cleaning and janitorial knowledge and ability
3. organization, time and general management skills;
4. written and verbal communication skills
5. ability to work independently

Qualification:

Education and Knowledge
Grade 12 with six months related experience