

**On-Call / Casual Weekend Housekeeper**

*Job Posting Number: 2025-001*

We are seeking reliable and flexible individuals to join our housekeeping team on a casual, on-call basis. The role primarily involves weekend shifts and occasional weekday evenings, depending on the Centre's retreat schedule, group bookings, and special events.

FCJ Centre is a Catholic, non-profit, ministry of the Society of Faithful Companions of Jesus (FCJ). The FCJ Centre has a staff of 20-25 people, full-time, part-time, and casual employees who serve in the areas of retreat ministry, maintenance, housekeeping, kitchen, and the business office.

Applicants for this position must be willing to work flexible hours during the year based on the FCJ Centre's schedule for retreats, group bookings and special events.

**Working hours:** *Primarily weekends (8:00 AM – 4:00 PM), with occasional late afternoon to evening shifts until 8:00 PM during busy periods*

**Location:** 219 19 Ave SW, Calgary

**Wage:** \$15.75 – \$16.50 per hour, depending on experience

**Key Responsibilities:**

- Make beds, launder and replenish linens, and clean guest rooms and bathrooms in a 60-room facility
- Sanitize mirrors, sinks, toilets, urinals, vanities, cubicles, and doors
- Vacuum and mop hallways, dining areas, conference rooms, and other common spaces
- Empty trash and restock cleaning and bathroom supply as needed
- Organize housekeeping materials and maintain supply storage areas
- Work closely with team members to ensure all service standards are met
- Adhere to Alberta Occupational Health and Safety regulations
- Participate in staff meetings, in-house training, and workshops as required

**Qualifications:**

- Previous experience in housekeeping, janitorial work, or related fields preferred
- Comfortable using cleaning equipment and products safely and effectively
- Strong attention to detail and commitment to cleanliness and order
- Dependable and self-motivated with a strong work ethic
- Flexible and adaptable to shifting priorities and schedules
- Physically able to meet job demands (standing, lifting, bending, repetitive motion)
- Able to understand and follow written and verbal instructions in English

**Why Join Us?**

Be part of a mission-driven charitable organization that fosters peace, hospitality, and community. This is an excellent opportunity for individuals seeking flexible part-time work in a calm, welcoming environment that values both teamwork and service.

Qualified applicants are invited to submit their cover letter and resume, in response to this ad,

To:

**Whitney Nagasan**

[jobs@fcjcentre.ca](mailto:jobs@fcjcentre.ca)

All applications received on or before **Sunday, June 15, 2025, 1pm** will be given careful consideration.

Interviews will be scheduled for the week of June 16, 2025, with on-the-job training commencing shortly thereafter for the successful applicant.

Job Types: Casual/ On-Call