

Executive Housekeeper

JOB ORDER # 027

Rate of pay: \$14.00 / hour

Location: Happy Valley-Goose Bay, NL, Canada

Hours per week: 35-40 hrs/week

Type: Full-time

Main duties include but are not limited to the following:

- Plan and co-ordinate the activities of the housekeepers and crew;
- Co-ordinate the inspection of assigned areas to ensure that health regulations, safety standards and departmental policies are being met;
- Designate rooms for cleaning to other housekeeping staff;
- Room inspections;
- Restock Cleaning Supplies;
- Linen Control – condition and assist with ordering;
- Maintenance reports – on room condition;
- Ensure that sheets are changed regularly – after 3 days for stay overs;
- Ensure that vacuum are done in designated areas – stay overs;
- Perform housekeeping and maintenance for stairs, decks and laundry, window and door ledges as necessary;
- Perform laundry duties as necessary;
- Perform other housekeeping (Bathroom, bedrooms, kitchens, etc.) duties as necessary.

Experience/Requirements:

- Diploma/ Housekeeper
- Minimum 1 year experience.
- Must be fluent in English
- Ability to work flexible hours is required
- Ability to work with minimum supervision
- Must have good time management skills
- Must be able to submit previous employment certifications.

Note:

- Always indicate in your CV/resume the *position applied for, Job Order #* and your *Skype ID*.
- CVs/Resume files should be named in the following manner:
 - **Last Name, First Name - Position Applied for-Job Order #**
Example: *Sonaz, Emilio – Housekeeper -027*