

# JOB POSTING

Job Title: Assistant Housekeeper

Job Status: Permanent.

Start Wage: \$24.8 per hour to \$25.30 per hour (at 1yr.)

## Summary of Position:

To represent the Inn at Laurel Point in all guest interactions as “A refined coastal experience in a waterfront city setting, guided by sincere, friendly service, to create remarkable memories.” The Assistant Housekeeper assists the Executive Housekeeper in supervising the Housekeeping team.

## Responsibilities:

- Ensure the overall cleanliness and maintenance of guest rooms and public areas
- Delegate responsibilities to housekeeping team members to ensure that all rooms and public areas are properly serviced
- Daily inspections of guest rooms
- Liaise with other departments to ensure the guest’s experience is seamless and work closely with the Front Office to ensure high priority rooms are cleaned on time
- Ensure service standards in all areas of responsibility are adhered to and continually improved
- Maintain a safe working environment, and ensure departmental awareness of health and safety standards
- Assist with the training and development of all Housekeeping team members
- Process lost and found items
- Ensure that appropriate communication between shifts and other departments take place regarding any changes, conduct daily shift briefings
- Any other general duties as required

## Qualifications:

- Working knowledge of hospitality Housekeeping operations required
- Previous management/supervisory experience in hospitality Housekeeping operations, or related, an asset
- Post-secondary education in Hospitality & Tourism Management an asset
- Passion for guest service
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Excellent time management skills
- Highly organized, results-oriented with the ability to be flexible and work well under pressure
- Sound working knowledge of MS Word, Excel, and Outlook

- Knowledge of Opera Property Management System an asset
- Ability to work effectively with limited supervision
- Experience supervising or managing in a unionized environment an asset
- Experience training new or existing team members an asset
- Must be able to embrace the 4 core values of the Laurel Point Inn: Excellence, Respect, Curiosity and Stewardship

#### Job Requirements:

- Flexible availability for shifts: will be scheduled for a combination of early morning shifts and day shifts
- Must be able to start at 6am as scheduled
- Must be fully available to work weekdays, weekends and statutory holidays
- Must be legally permitted to work in Canada

Reports To: Housekeeping Manager

Closing Date: Please submit your application as soon as possible as applications are reviewed daily

Apply Now! Please email your resume to [careers@laurelpoint.com](mailto:careers@laurelpoint.com). For more information, please visit our Careers page at [www.laurelpoint.com/careers](http://www.laurelpoint.com/careers)

#### What's in it for you?

- Competitive Wages
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Comprehensive benefits package
- Colleague of the month recognition program
- Summertime volleyball on Sticky Wicket rooftop, BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- Aura waterfront restaurant + patio staff discount - 50%
- Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one night stay including breakfast for 2
- Friends & Family hotel discount (*so you can show off your amazing workplace*)
- Candidate referral bonus - \$500
- Industry discounts
- Workshops
- Cross-training opportunities
- Skill and advancement training programs
- Shower and locker facilities



Thank you for considering Inn at Laurel Point as your employer of choice!