

WorkBC Employment Services – Job Posting

EXECUTIVE HOUSEKEEPER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#year-round;#
Availability Requirements	
Level / Salary Range	\$50K - \$60K/yr
Years of Experience	3-5 years
Position Area	Management
Date Job Posted	1/9/2019 12:00:00 AM
Application Deadline	2/9/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
How to Apply	TO APPLY: <a href="http://www.whistler-jobs.com/job/executive-housekeeper/">www.whistler-jobs.com/job/executive-housekeeper/</a> Applications received via email will be redirected to the website
Job Description	<p>One of Whistler’s premier hotels is looking for an Executive Housekeeper to lead their housekeeping team. Ideal for someone with 2 years housekeeping experience in a leadership position with strong attention to detail, organizational skills and the ability to lead a team in a positive manner. Excellent starting salary with potential for financial growth, great team environment and access to a lifestyle benefit and ski pass financing.</p> <p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>- Lead housekeeping team and department.</li> <li>- Scheduling staff and full management of payroll for the department.</li> <li>- Budgeting and labor forecasting. - Ordering of daily operating supplies.</li> <li>- Inventory Management.</li> <li>- Manage linen and supply orders.</li> <li>- Inspect rooms before release to our guests.</li> <li>- Adhere to high cleanliness standards.</li> <li>- Note discrepancies and damage in rooms and notify maintenance personnel.</li> </ul>

WorkBC Employment Services – Job Posting

	<ul style="list-style-type: none"> <li>- Communicate with front desk in early check-ins and late check-outs and inform of room closures.</li> <li>- Assisting with the stripping and cleaning of rooms.</li> <li>- Removal of linens, garbage, recycling and compost.</li> <li>- Public area cleanliness, washing windows, vacuuming etc.</li> </ul>
<b>Accessibility</b>	
<b>Desired Qualifications and Experience</b>	<p><b><i>The Perfect Candidate:</i></b></p> <ul style="list-style-type: none"> <li>- 2 years housekeeping experience in a management position required.</li> <li>- Excellent leadership abilities with strong attention to detail and organized.</li> <li>- Physically fit, positive attitude, personable and willing to work hard with a positive energy.</li> <li>- Have a passion for cleanliness and pride in a job well done.</li> <li>- Enthusiastic with a passion for a positive, happy team environment.</li> <li>- Health and safety conscious and actively involved in maintaining a safe work place.</li> <li>- Awareness of what is going on throughout the hotel regarding housekeeping; strong attention to detail.</li> <li>- Ability to spend majority of the day walking, bending, pushing and lifting.</li> </ul> <p><b><i>Additional Information About the Role:</i></b></p> <ul style="list-style-type: none"> <li>- Full-time, year-round position with flexible schedule.</li> <li>- Salary starting in the range of \$ 50,000 per year with additional earning potential based on experience of up to \$ 60,000.</li> <li>- Extended medical/dental benefits after 6 months of employment.</li> <li>- Active lifestyle bonus and ski pass financing.</li> <li>- Staff rewards and recognition program.</li> </ul>
<b>Opportunity Type</b>	?