

Hotel North is now hiring 4 Full-Time Housekeeping Managers!

We are hiring House Keeping Managers for our 2 locations in Happy Valley-Goose Bay, Newfoundland (25 Loring Drive & 382 Hamilton River Rd). If you are organized, love a challenge and enjoy working in a team please apply today!

Job Duties:

- Establish, implement and manage operational procedures for the housekeeping department
- Plan and co-ordinate the activities of housekeeping team to ensure guest satisfaction
- Assist to hire, train and supervise housekeeping staff
- Actively maintain and monitors the scheduling needs of the Housekeeping team
- Ensures cleanliness, maintenance and presentation standards are managed to brand standards in all Housekeeping areas, including all guest rooms and storage areas in both the front and back of hotel
- Make sure all the health regulations and safety standards are maintained.
- Co-ordinate the inspection of assigned areas to ensure that health regulations, safety standards and departmental policies are being met
- Oversee inspection processes; ensuring feedback is delivered in constructive and appropriate manner with emphasis on positive reinforcement.
- Ensures all administrative and back of house functions are completed on time, accurately and are maintained to standard.
- Select and purchase equipment and supplies
- Ensure housekeeping cleaning equipment and supplies are maintained and that all team members are adequately trained to ensure proper and effective use.
- Maintains an accurate inventory of all linen, terry and other items par levels, ensuring that at all times purchases are made to maintain sufficient par to meet the business demands.
- Arrange for maintenance and repair of equipment and machinery
- Maintain financial records and assist in preparation of the Housekeeping annual budget
- Maintain appropriate cleaning costs and monitors consumption, storage and supply orders placed to minimize waste
- Respond to guest complaints

Education & Experience:

Completion of High School and 1-2 years of Housekeeping experience

Language: English

Wage Rate: \$14.25/hour for 35 hours per week

How to Apply:

Email: hotel_north@yahoo.ca

By Mail / In person to:

25 Loring Drive,

Happy Valley-Goose Bay, NL

A0P 1C0

OR

382 Hamilton River Road,

Happy Valley-Goose Bay,

NL, A0P 1C0

Please note all applicants will be considered for both locations but please provide a location preference if you do have in your application.

We encourage applications from women, veterans, persons with a disability, aboriginal peoples, members of a visible minority and more!