



Job Title:	Housekeeper
Work location:	The Haven at 240 Davis Rd, Gabriola, BC V0R 1X1
Reports To:	Housekeeping Manager

Job Purpose

The Housekeeper ensures the safety and comfort of our guest by keeping our bedroom accommodation units, meeting rooms, lodge, gym, pool, hot tub, vehicles and common areas clean. The Housekeeper also assists in the on-site laundry, operating commercial washers, dryers and folding linens.

Duties and Responsibilities

Washing and cleaning

1. Lodge, meeting rooms and recreational facilities – equipment, floors, furnishings and windows within the pool and hot tub areas, gym, games room, lodge, meeting rooms, lounge, library, meditation room, washrooms, showers and common areas.
2. Bedroom accommodation units – sleeping and living area, washroom, tub and shower, kitchenette, furniture and fixtures; windows and walkways; trash and recycle removal.
3. Laundry – assist in the on-site laundry, operating commercial washers, dryers and folding linens, and organizing inventory.

Set-up, stocking and quality control

4. Meeting rooms – complete initial set-up of furniture and program supplies such as clipboards, chairs, couches, pillows, blankets, flipcharts, whiteboard accessories, facial tissue and other items as required; and, refresh set-up and supplies as required.
5. Inventory – assist in receiving goods, organizing inventory, transporting inventory between storage and work areas.
6. Stock and replenish – linens, paper products and soaps in bedroom accommodation units, lodge and recreational facilities, meeting rooms and common areas.
7. Quality control – remain vigilant as you enter bedroom accommodation units, lodge, meeting rooms, recreational facilities, common indoor and outdoor areas, storage spaces and staff work areas. Report potential safety hazards, and identify furnishings, fixtures and equipment that are in need of repair or replacement.



Work Environment

Physical demands

1. Frequently moves boxes, furniture and other items which may weigh up to 45 pounds.
2. Often must stand or walk for long periods of time. Frequently must ascend/descend stairs, reach from floor to above shoulder level, bend, kneel and squat. Constantly must work in areas where floors may be slippery.
3. Frequently engages in repetitive motions (scrubbing, polishing, folding, sorting, mopping, etc.)
4. Regularly work with chemical-based cleaning solutions.
5. Often must operate an electric golf cart.

Employee Profile

Knowledge and Experience

1. Some experience is preferred, as a janitor, cleaner or housekeeper, but not required.
2. Basic level computer skills are required. Must be able to operate a computer with use of a keyboard, mouse and display screen.
3. Occupational First Aid certification is an asset, but not required.
4. Workplace Hazardous Materials Information System (WHMIS) training.
5. Valid BC Driving License or equivalent.

Skills and Characteristics

6. Reliable and responsible, appearing for scheduled shifts on-time and prepared.
7. Enjoys working as part of an efficient and effective team in a fast-paced environment.
8. Demonstrates a passion for cleanliness and good organization.
9. Good communication skills in the English language.
10. Is able to work independently to accomplish assigned tasks, as directed, in a timely manner.

Other Information

Safety and Sanitation

Policy requires this employee to wear closed-toe shoes with non-slip soles.

Performance

Your performance will be evaluated to include attitude, competence, conduct (as per The Haven Employee Handbook) and compatibility with co-workers.

Subject to Change

The Housekeeping Manager may assign **other duties** from time to time that may be required to support The Haven's operations.