

Mountain Park LODGES

AMETHYST LOBSTICK MARMOT
POCAHONTAS CABINS CHATEAU JASPER

POSITION: Executive Housekeeper, Mountain Park Lodges

Offering benefits, bonus and pension programs.

Salary: To Be Negotiated

QUALIFICATIONS:

- Minimum grade 12 education with diploma.
- Minimum of five (5) years in housekeeping experience.
- Minimum of two (2) years in housekeeping management.
- Possess good health.
- Be in good physical condition.
- Possess excellent interpersonal skills.
- Must possess a high degree of organizational and communication skills.
- Ability to accept direction.
- Ability to train and give direction.
- Ability to work with minimal supervision.
- Ability and desire to work within a "Team" concept.

RESPONSIBILITIES:

- Complete organization of the Housekeeping Department of 5 properties.
- Responsible for the hiring of personnel for the Housekeeping Department.
- Training of Housekeeping personnel.
- Preparation of staff schedule.
- Responsible for ordering and maintaining housekeeping products.
- Control of payroll and other expenses to achieve budgets.
- Ensure high standard of room and public area cleaning.
- Ensure high standard of room and public area maintenance.
- Ensure rooms are checked regularly for cleanliness and maintenance.
- Responsible for all hotel laundry.
- Ensure proper records are kept and procedures followed for lost & found.
- Issuing of linen for staff accommodation when required.
- Meet regularly with Assistant Executive Housekeepers.
- Assist with hotel inventories when required.
- Co-ordinate room status with Front Desk.
- Provide for amenities required by our guests.
- Oversee personnel dress, appearance and conduct.
- Perform other related duties as assigned by the Hotel Manager.

GENERAL:

- In addition to being one of the most physical and mentally demanding positions in the hotel industry, the Executive Housekeeper is one of crucial importance to the success of our operations. We are to provide for the safety and comfort of our guests and the Executive Housekeeper's role in this part of our mission statement is vital.