

Housekeeping Manager

Season: March – early November

Property Overview:

Pine Bungalows is a unique property of 52 individual cabins & 16 hotel rooms, located on the banks of the Athabasca River in Jasper National Park. Pine Bungalows is located just minutes from downtown Jasper.

Summary of Responsibilities:

Reporting to the General Manager, responsibilities and essential job functions include, **but are not limited to**, the following:

- Ability to lead, train and supervise work of department staff
- Scheduling, employee guidance and direction
- Lead by example and adhere to department policies and standards and ensure staff adheres as well
- Providing direction, instructions and making decisions to ensure a smooth operation of department functions
- Must be attentive, friendly, helpful and courteous to all guests and other team members
- Will inspect the work and performance of housekeeping attendants. Will provide overall guidance and feedback to ensure work activities are properly completed
- Ensuring adequate supplies and materials are in stock and the department is operating according to budget
- Assist Housekeeping team to clean rooms, as needed
- Report maintenance and guest needs to the appropriate staff
- Attend mandatory safety and other training meetings as required
- Work with minimal supervision

Qualifications:

- Previous Housekeeping Supervisory experience required
- Proficiency in English (verbal and written), second language an asset
- Proficient at printing and writing in English
- Previous customer related housekeeping experience preferred
- Must possess a professional presentation
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast-paced environment
- Ability to work cohesively with fellow colleagues as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

Shifts:

- Two consistent regular days off are almost always provided

Staff Accommodation:

- Private Staff Accommodation is available on-site

Physical Aspects of the Position (include but are not limited to):

- Frequent standing and walking through shift.
- Frequent kneeling, pushing, pulling, lifting.
- Must be able to carry and lift loads of up to 50lbs on a regular basis.
- Occasional ascending or descending ladders, stairs and ramps

Visa Requirements:

- Must be legally eligible to work in Canada. We are unable to assist candidates in obtaining Canadian work authorization.

Pine Bungalows is an Equal Opportunity Employer, and we value diversity within our workplace.