
Your company, your values, your career!

**HOUSEKEEPING SUPERVISOR
TEKARRA LODGE, JASPER, ALBERTA**

Our culture is rooted in our values and leadership accountability; and as part of that culture we believe in the growth and development of our Ambassadors. The role of Housekeeping Supervisor will assist the Housekeeping Manager in the efficient operation of the Housekeeping Department. This position will be responsible for ensuring that the cleaning standards for all guest and public areas of the hotel are consistently adhered to. This position will also be responsible for maintaining a positive work environment in the Housekeeping area while maintaining high internal / external customer service standards.

Duties and Responsibilities:

- Ensures the overall cleanliness, detailing, servicing, care and maintenance of all guest rooms and public areas
- Uses the Daily Checklist to conduct daily room inspections, and files completed checklists before the end of each shift
- Ensures a safe work environment is maintained at all times and that all Housekeeping team members are committed to working safely, including WHMIS training, certification, and emergency preparedness
- Ensures rooms are set up according to established standards prior to the guest arrival
- Completes and follows up on all repair and maintenance work orders forwarded to the Maintenance department
- Issues daily work assignments and special instructions to the Housekeeping Team
- Cleans guest rooms and public areas when needed
- Conducts end of shift inspections to ensure that public areas are in compliance with established standards
- Other duties as assigned by the Housekeeping Manager

Qualifications & Skill Requirements:

- Minimum 2 years experience in similar position required
- Successful completion of secondary education required
- Post secondary education in hospitality, with completed courses in hotel management preferred
- Physical requirements include ability to lift, push and pull a minimum of 25 pounds, ability to stand and / or walk for an extended period of time, ability to stoop, kneel and reach, or perform repetitive foot and hand action, and the ability to bend at the waist is required
- Self motivated team player with demonstrated interpersonal skills
- Demonstrated ability to work in a fast paced, multi-tasking, multi-functional team environment
- Demonstrated superior customer service philosophy
- Personal alignment with Coast's 5 core values and corporate culture
- Good verbal and written English communication skills
- Will be required to work a flexible schedule including evenings, weekends and holidays

Additional information:

- Position begins May 10, 2021 and runs until October 13, 2021
- Staff Accommodations available
- All positions will receive required training to fulfill duties & responsibilities

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Please apply online at www.coastcareers.ca

*Coast Hotels is an Equal Opportunity Employer
Coast Hotels would like to thank all interested applicants
Only those selected for an interview will be contacted*

NO PLACE LIKE COAST!