



Internship

#200

Housekeeping Administrator

Fox Harb'r Resort is a 5 Star, 4 Diamond Resort nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. As a post secondary student, we are offering an exceptional opportunity for you to experience a unique work experience while enjoying this 5 Star Luxury work environment. Spending the summer in a rural Nova Scotia setting at a breath-taking resort, will provide you with a wealth of experience from living on property, combination positions and/or unique Internships, all while learning managerial traits and techniques through enrolment in our ***Fox Harb'r Intern/Coop 2022 Program***.

Position Description

The Housekeeping Administrator role will be to work with the Executive Housekeeper and Assistant Housekeepers to run the office administrative tasks. Ordering, inventory control, invoice auditing; orderliness and cleanliness of the offices; preparing schedules; payroll submission; reporting and tracking of maintenance requests; assist with hiring; attend meetings and take minutes for follow-up; action items; attend Health & Safety meetings, liaise with other departments. This position will report to the Sr. Asst. Housekeeper & Dorm Manager.

As an Internship/Co-op, it will be included in the exclusive ***Fox Harb'r Intern/Coop 2022 Program*** with the following related opportunities for continued growth and skill development:

- A mentor from the management team will be assigned to this candidate to ensure bi-monthly check-ins as the successful candidate works toward understanding their responsibilities and the adoption of management traits and styles in dealing with staff both younger and older and from all walks of life.
- Attendance at a minimum of 4 of the Leaders' weekly meeting with the Executive Committee
- An assigned meeting with the President of Fox Harbour, to discuss the successful candidate's career aspirations.
- Attendance at a minimum of 4 "learning workshop" Fox Harb'r holds for Interns/Co-op Students throughout the season. Various workshop titles will be covered ie Providing Feedback; Supervisory Challenges to Overcome; Understanding Hotel Finances; etc.
- A member of the Health & Safety Committee.

Reports to: Director of Housekeeping

Scope

Areas of responsibility include, but are not limited to the following:

- All clerical and administrative work for the management of Housekeeping
- On-boarding of all Housekeeping and Laundry staff to orientate with the department
- Keep training files on each of the team members and meet regularly with the Supervisors to follow up on any gaps in the training checklist.
- Keep an accurate inventory of supplies used by Housekeeping (ins and outs)
- Place orders when par stocks require and/or as appropriately directed by the Executive Housekeeper.
- Review, match and audit invoices for sign off by Executive Housekeeper
- Create and maintain a maintenance log per room/location to follow up on maintenance requests.
- On-going cleaning of office areas to ensure orderliness and cleanliness is maintained.
- Create schedule for the upcoming two-week period for sign off by Executive Housekeeper.
- Establish a communication method for providing RA's with schedule and any changes.
- Prepare weekly reports as requested (including labour reporting).
- Timely payroll submission once signed off by Executive Housekeeper
- Make supplier calls and appointments as directed.
- Establish To Do Lists for Executive Housekeeper and Assistants to ensure a transparent and working document of goals and actions that are outstanding and/or accomplished.
- Assist the Sr. Assistant Housekeeper & Dorm Manager with and administrative tracking (not done by the Dorm Co-ordinator).
- Work with the Executive Housekeeper help running totals against budget.

This is a new position for the Resort and has a strong potential for providing a Intern or Co-op student with the opportunity to hone communication skills, exercise administrative skills; design and implement tracking; learn how to schedule and to audit invoice transaction, attend meetings as a Housekeeping representative and to help shape the smooth operation of the Resort Housekeeping and Laundry Services.

Qualifications

1st, 2nd, 3rd year or graduating Intern/Co-op Studies student of a post secondary institution.

11/09/21