



## Internship

### Room Attendant/Landscaper

#### Position Description

This Internship is a "combination role" of Room Attendant for the Opening of the Season and then Landscaper for the final months of the season. See below for the requirements, roles and responsibilities of each position halves that make up this full-time seasonal position.

As an Internship/Co-op, it will be included in the exclusive **Fox Harb'r Intern/Co-op 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 Harb'r, 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 i.e., Providing Feedback; Supervisory Challenges to Overcome; Understanding Hotel Finances; etc. etc.
- A member of the Health & Safety Committee.

**Employment:** Seasonal, Full-time; May – October (April 19 to July 31st – Room Attendant; Aug. 1 to Oct. 7th – Landscaper)

#### Scope

As a Room Attendant **(April 19 to July 31st):**

**Reports to:** Executive Housekeeper/Supervisors

- Consistently offer professional, friendly and engaging service
- Clean all assigned guestrooms including: dusting, making beds, soiled linen removal from rooms, and retrieval of clean linen from linen closets, vacuuming, bathroom cleaning, inside window and patio cleaning, garbage, recyclable, refundable removal, replenish rooms with supplies
- Maintain proper usage of cleaning supplies and equipment
- Update your checklist and record all cleaned rooms and mini-bar consumed
- Return and properly tag all lost and found articles to the Housekeeping Office
- Follow departmental policies and procedures and service standards
- Report necessary maintenance items
- Follow all safety and sanitation policies
- Other duties as assigned

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

As a **Landscaper (Aug 1<sup>st</sup> to Oct 7<sup>th</sup>):**

**Reports to:** Turf/Landscaping Supervisor

- Mowing turf areas, golf course set up, trim edges, clean up refuse, fertilize and water turf and landscape areas
- Move and install soil, mulch and plant material to assist with the construction & maintenance of landscapes
- Operate power equipment including, but not limited to, ride on mowers, walk behind mowers, line trimmers, blowers, hedge trimmers, pruning saws, sod cutters.
- Conduct daily inspections on vehicles, tools, and equipment and report problems
- Wear appropriate personal protective equipment at all times
- Comply with all company policies and regulations
- Work in accordance with all local health and safety laws and regulations
- Perform other duties as directed by manager/supervisor within the resort property

**Qualifications**

1. 1<sup>st</sup>, 2<sup>nd</sup> year or graduating Intern/Co-op Studies student of a post secondary institution.
2. Be physically fit, this position requires walking, bending, lifting up to 50lbs, stretching, flights of stairs and climbing stepladders
3. Ability to work as part of a team effectively
4. Ability to work independently with little supervision and as part of a team
5. Ability to walk, stand, crouch for long periods of time
6. Ability to lift 50lbs as required
7. Enjoy working outdoors in all types of weather
8. A professional appearance and attitude.
9. Must demonstrate friendly, professional and proactive Guest Service skills.
10. Must be willing and able to work nights, weekends and holidays and be physically capable of meeting the demands of the position.