



**Position Title:** Housekeeping Room Attendant  
**Position Reports to:** Director of Housekeeping  
**Employment:** Seasonal, Full-time; May – November

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**General Description:** The Room Attendant is responsible for the cleanliness and presentation of our guest suites

#### **Qualifications**

1. Previous housekeeping experience an asset, but not necessary
2. Be physically fit, this position requires walking, bending, lifting up to 50lbs, stretching, flights of stairs and climbing stepladders
3. Be neat in appearance, grooming, jewelry and body art will meet Fox Harb'r standards
4. Ability to work as part of a team effectively
5. Excellent communication and organizational skills
6. Ability to interact with our guest needs, remaining courteous and confidential
7. Enjoy working varied shifts, weekends and holidays

#### **Responsibilities**

1. Consistently offer professional, friendly and engaging service
2. 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
3. Maintain proper usage of cleaning supplies and equipment
4. Update your checklist and record all cleaned rooms and mini-bar consumed
5. Return and properly tag all lost and found articles to the Housekeeping Office
6. Follow departmental policies and procedures and service standards
7. Report necessary maintenance items
8. Follow all safety and sanitation policies
9. Other duties as assigned

#### **At Fox Harb'r Resort, we value every employee on the team. Our benefits include:**

- Competitive wages, gratuity
- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Education Funding and Bursary Program
- Team Member housing availability

If you have the talent, dedication and level of commitment we're looking for and would like to advance your career in hospitality at Fox Harb'r Resort, submit your resume and cover letter to:

Human Resources Department, Ann Jeffreys  
Email: [hr@foxharbr.com](mailto:hr@foxharbr.com)  
Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.