



Title: Dorm Coordinator and Attendant
Position Reports to: Housekeeping Manager
Salary: \$ 16.41 per hour
Employment: Seasonal

General Description: The Dorm Co-Ordinator & Attendant's role will be to work with the Dormees (staff who live there) to ensure a safe, prideful and comfortable living condition and experience for all.

Qualifications

- Strong interpersonal and communication skills
- Ability to work well under pressure in a fast-paced environment
- Ability to work independently and as part of a team effectively
- Ability to focus attention on needs, remaining calm and courteous at all times

Responsibilities

- On-boarding of all Dormees as they arrive to the Dorms (ie welcoming them; showing to their rooms; reviewing the rules of the dorms and social calendar; reviewing all safety protocols and generally getting Dormees settled into the routine of Dorm life.
- On-going cleaning of general/common areas of the dorms (living areas; kitchens; bathrooms and hallways) using proper chemicals and cleaning methods; removal of garbage, recyclables and refundables.
- Assuring Dormees understand and are communicated with when basic habits of living in a dorm, are not adhered to and assure open lines of communications with direct report on all incidents and circumstances of significance.
- Preparing guestrooms for arrivals and departures of Dormees (stripping and/or making up beds, floor cleaning and dusting/wiping out dressers). Sr. Asst. Housekeeper & Dorm Manager will co-ordinate with the HR department to understand who is coming and going at various times – and communicate same.
- Reporting and following up on all maintenance issues.

At Fox Harb'r Resort, we know every employee is a valued part of the team.

Our benefits include:

- Competitive wages, gratuities
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Golf and Spa services & products
- Complimentary use of the Junior Olympic Pool, Mineral Pool, Hot Tub and Fitness Room
- Team Member rates for Golf on the 18 Hole Championship and Executive Course
- Team Member Activities and Department Incentives
- Team Member housing availability
- Team Member Education Bursary Program

Human Resources Department, Ann Jeffreys

Email: 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.



At Fox Harb'r Resort, we know every employee is a valued part of the team.

Our benefits include:

- Competitive wages
- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products and Activities
- 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 Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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