



Title: Assistant Housekeeping Manager
Position Reports to: Director of Housekeeping
Salary: annual \$47,000, benefits
Employment: Year-round, Full-time

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 Assistant Housekeeping Manager is responsible for ensuring the operation of the Housekeeping Department in an attentive, friendly, efficient, and courteous manner, providing all guests with quality service and a clean and safe environment throughout their stay, while efficiently managing expenses and maximizing service levels.

Qualifications & Requirements:

- At least 3 years of progressive experience as an Assistant Housekeeping Manager or a related field
- Supervisory experience required
- Must be proficient in Windows, Company approved spreadsheets and word processing
- Long hours sometimes required
- Must possess excellent organizational skills
- Must be available to work nights, weekends and holidays as required
- Must possess a valid driver's license
- Well groomed with a professional presentation
- Excellent oral and written communication skills
- Computer knowledge

Responsibilities:

- Develop employee morale and ensure the training of housekeeping team members
- Oversee team members on a daily basis
- Check rooms and common areas for cleanliness
- Schedule shifts and arrange for replacements in cases of absence
- Establish and educate staff on cleanliness, tidiness and hygiene standards
- Motivate team members and resolve any issues that occur on the job
- Respond to guest complaints and special requests
- Assist in maintaining required pars of all housekeeping and laundry supplies by ordering all needed supplies and amenities on a monthly or quarterly basis.
- Ensure compliance with safety and sanitation policies in all areas
- Assist in reviewing housekeeping staff's worked hours for payroll compilation and submit to accounting on a timely basis.
- Manage and organize large turn days (including group check-ins or check-outs).
- Use the telephone and computer system for reporting and verifying room status

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:

- 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 Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

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