



**Title:** Housekeeping Supervisor  
**Position Reports to:** Director of Housekeeping  
**Salary:** \$22.00 per hour, group 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:** Oversee the work of housekeeping staff and ensure that all rooms and public areas are kept clean and tidy. They enforce staff compliance with established safety and sanitation policies

**Qualifications & Requirements:**

- Previous supervisory experience in a hotel environment
- Must possess excellent hospitality skills
- 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:**

- Train housekeepers on cleaning and maintenance tasks
- Oversee staff 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 customer complaints and special requests
- Monitor and replenish cleaning products stock
- Ensure compliance with safety and sanitation policies in all areas

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

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.