**Housekeeping Supervisor** **NOC (62024)**

**3 vacancies**

**Company**: Fox Harb'r Development Ltd O/A Fox Harb'r Resort

**Business Information:** Our resort is located in a picturesque rural community on the shores of the Northumberland Strait in Cumberland County of Nova Scotia. The resort offers guest accommodation, on-site golf, a full-service Spa, sport shooting, and dining.

**Business Address:** 1337 Fox Harbour Road, Fox Harbour, NS, B0K 1Y0

**Work location**: same as above

**Type of Employment**: Full-time- year round

**Estimated Start Date**: January 1st, 2027

**Job Description:**

Cleaning supervisors supervise and coordinate the activities of workers in the following unit groups: Light duty cleaners (65310), Specialized cleaners (65311), and Janitors, caretakers and building superintendents (73201).

- Supervise and coordinate the work of light duty, industrial or specialized cleaners and janitors
- Inspect sites or facilities to ensure established safety and cleanliness standards are met
- Recommend or arrange for additional services required such as painting, repair work, renovations or replacement of furnishings and equipment
- Hire and train cleaning staff
- Prepare work schedule and coordinate activities with those of other departments
- Prepare budget, estimate costs and keep financial records
- Receive payment for specialized cleaning jobs
- May perform certain cleaning duties.

**Requirements:**

- **Education:** Completion of secondary school.

- **Experience**: Experience is an asset. On-the-job training will be provided.

- **Work conditions and physical capabilities**:

- Standing
- Bending or twisting the body
- Making repetitive motions
- Handling material manually
- Walking and running

- **Personal suitability**: Reliability, Organized, Team player, Dependability

- **Language**: Basic level of English is required

**Salary:** $22.00 hourly, 40.00 hours per week.

**Benefits:**

- Transportation costs are covered if the worker needs to relocate
- Accommodation is available for rent if required at a discounted rate
- Team building opportunities
- On-site recreation and activities

**Important Information:**

The position requires flexibility in scheduling based on business needs. The work schedule is from 8 am – 4:30 pm. Weekend work will be required. Please note that we are located in a rural area.

**Apply by mail to**: 1337 Fox Harbour Road, Fox Harbour, NS, B0K 1Y0

**Apply by fax to**: (902) 257-1701

**Apply by e-mail to**: hr@foxharbr.com

**Please apply with the subject: Job Application – Housekeeping Supervisor