



WALNUT BEACH RESORT
RICH IN LIFE. RICH IN MEMORIES.

JOB POSTING

Position:	Hourly Supervisor Housekeeping	Property/Location:	Walnut Beach Resort
Department:	Housekeeping	Address:	Osoyoos, BC
Reports to:	Executive Housekeeper	Employment:	Regular, Full Time Seasonal

THE PROPERTY

Walnut Beach Resort is a full-service strata resort with 112 guest rooms and suites located on Osoyoos Lake in the South Okanagan wine region.

*Walnut Beach resort is committed to ensure each position in our company is treated equally and with the utmost importance. We value the inclusion & diversity of our employees and want each of them to experience a welcoming atmosphere that delivers respect, compassion and professionalism. We believe that inclusion & diversity **creates memorable experiences** for both our associates and guests during their time at The Walnut Beach Resort.*

JOB SUMMARY

Works alongside our Executive Housekeeper, the Supervisor will manage the daily operations of the Housekeeping / Laundry operations, including overseeing staff and training, ensuring quality, and team members are adhering the health & safety practices implemented at the resort. As required will assist with preparation of guest accommodations.

JOB RESPONSIBILITIES

- Consistently offer professional, friendly, and engaging service.
- Clean all assigned guest accommodations with the housekeeping team as assigned, including but not limited to stripping linen, retrieval of clean linen and amenities from carts /closets, dusting, making beds, vacuuming, floor cleaning, bathroom cleaning, kitchen cleaning, inside window cleaning, replenishing supplies.
- Check operational equipment inventories and sign in and out master keys daily.
- Update and record all cleaned rooms.
- Complete room inspections.
- Assist with Laundry duties as required.
- Attend departmental, operational meetings.
- Deliver and retrieve items on loan to guest accommodation.
- Perform rotational deep cleaning duties.
- Use proper PPE when using hazardous materials such as chemicals for self and others.
- Assist guests with information on resort amenities and directions.
- Return and properly tag all lost and found articles to the appropriate location.
- Follow departmental policies, procedures, and service standards.
- Be environmentally aware; play an active part in departmental and company environmental practices.
- Ensure amenities and linen closets / service carts are clean and tidy and up to standard for safety.
- Report necessary repair items to the Maintenance department. This includes but is not limited to damaged/burned out light bulbs, plumbing issues.
- Comply with proper security, fire regulation, and health and safety policies.



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REQUIREMENTS

- Ascend and descend stairs, moving of service carts on the guest floors.
- Stand and exert well-paced mobility for long periods of time- up to 6 hours at a time.
- Sit and stoop, kneel or crouch, as well as stretch to fulfill cleaning tasks.
- Use hands to handle or feel objects, tools, or controls; reach with hands and arms, repetitive motions.
- Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Requires manual dexterity to use and operate all necessary equipment, tools, products, and supplies.
- Flexible with start times, able to work afternoons as business levels require.

Additional pay:

Tips

Applicant Qualifications & Requirements:

- Minimum of 1-year housekeeping supervisor experience; experience in hotel / resort setting preferred.
- Proven leadership and coaching skills.
- Proficiency with computer software including Excel, Outlook.
- Speak with others using clear and professional language. Develop and maintain positive working relationships with others; listen and respond appropriately to the concerns of other employees
- Demonstrated ability to manage cost controls / labor effectively.
- Other duties as requested.

Experience:

Work remotely: No

Wages: \$21.84 /hour +Tips

Job Types: Full-time

Day range:

- Holidays
- Weekend availability

Shift:

- 8 hour shift
- Day & afternoon shifts