

Mountain Park

LODGES

AMETHYST LOBSTICK MARMOT
POCAHONTAS CABINS CHATEAU JASPER

Executive Housekeeper

At Mountain Park Lodges, we are committed to providing for the safety and comfort of our guests. The Executive Housekeeper is vital to fulfilling this part of our Mission Statement. The ideal candidate for this role possesses excellent time management skills, and clearly sees the contribution that the housekeeping department makes to each hotel. This opportunity offers company benefits, a Manager Bonus, and participation in our Pension Plan, among other Perks and Privileges.

RESPONSIBILITIES:

- Oversee Housekeeping Department for 5 properties, including guest rooms, public areas and hotel laundry, ensuring provincial / company cleaning and safety standards are maintained, followed and updated if necessary
- Controlling payroll and other expenses within budgets
- Ordering and maintaining housekeeping products
- Ensure a high standard of cleanliness in all rooms and public areas of the hotels
- Ensure proper Lost & Found records are kept and procedures followed by all staff
- Assist in hiring decisions for the Department
- Training, development, and scheduling
- Ensure staff follow Housekeeping Uniform / Dress Code
- Issuing linen for staff accommodation
- Meet regularly with Supervisors and entire department
- Maintain stock inventories
- Co-ordinate room status with Front Desk
- Co-ordinate room portage for guests with Maintenance Department as required
- Provide for amenities required by our guests
- Other related duties as required by the Hotel Manager or Rooms Division Manager

QUALIFICATIONS:

- Grade 12 diploma
- Five (5) years housekeeping experience, with three (3) years in housekeeping management
- Excellent interpersonal skills
- A high degree of organizational and communication skills is essential
- Demonstrated ability to train and give direction
- Ability and desire to work within a "Team" concept

Salary is commensurate with experience. Only those candidates currently able to work in Canada will be considered.

Interested candidates can apply to hire@mpljasper.com or on our website at <http://www.mpljasper.com/about/working.html>.