

Quaaout Lodge & Spa, Talking Rock Resort

Unique | Authentic | Unforgettable

POSITION TITLE – Nightshift Janitorial

DEPARTMENT: Housekeeping

REPORTS TO: Rooms Division Manager and Supervisors

HOURS: As required, including evenings, weekends, and Holidays as needed.

Job Purpose:

The Night Shift Janitorial and Housekeeper at the Quaaout Lodge is a complete service professional. To ensure that guests have a positive and enjoyable experience, knowledge of resort facilities and services as well as attractions and services in the region is preferred. Professional appearance and behavior is required at all times.

This role is required to work as part of a team and independently as the person responsible for resort facilities throughout the afternoon and evening. Housekeeping is the main hub of the resort guest experience. Public Housekeeping staff are required to be well informed about all aspects of the resort.

Responsibilities:

- Complete clean of public area's including but not exclusive to washrooms, enclosed patio, conference rooms and common areas on main floor along with behind the scenes staff work stations and areas
- Cleaning, checking and dusting of windows, pictures and fireplace in public common area's
- Bringing down all dirty linens and Kitchen rags to laundry room
- Washing both Kitchen linen and Kitchen Rags
- Sweep and Mop Kitchen floor thoroughly
- Check and clean enclosed patio...wash floor if used later in evening and 3-11 couldn't get to it
- Vacuum dining room carpet every night along with front door mats
- Sweep and Mop Lounge floor area, making sure to get under the long bench seat
- Lobby and Foyer floors need to be washed every night and burnished when needed
- Pool Area to be checked and cleaned nightly in case guests have used after 3-11 gone home
- Kitchen stairs leading to staff lunch room to be swept and mopped nightly
- Check room floors for dishes or any irregularities
- Ensure health and safety regulations are followed in accordance with company policies and relevant law
- Maintain a clean and organized work area
- Assist other departments as needed
- To adhere to all resort policies and procedures
- Assisting guests to ensure they have a remarkable stay
- Ensure the safety and security of guests and resort property
- Other tasks contributing to the operation of the resort as requested by management
- This position requires the ability to lift 30 to 50 lbs
- This position requires the constant climbing of stairs, walking, squatting, kneeling and the ability to be on your feet for long periods of time
- Sweeping and Mopping of Le7ke Spa

Knowledge, Skills, and Abilities:

- You MUST enjoy interacting with people.
- Ability to work independently with little supervision
- Ability to manage time effectively
- Excellent communication skills
- Professional appearance and manner.
- Criminal record check may be required

What we will provide:

- Full Time or Part Time – permanent Role
- Growth opportunities
- Competitive compensation
- Discounts on meals and guest rooms, spa services and products, pro shop merchandise, and golfing at Talking Rock Golf Course
- Have unlimited access to the resort's fitness facilities and pool

Please email Human Resources with your resume and cover letter: jobs@quaaoutlodge.com