

## Housekeeper | Room Attendant

### Forest Golf Club & Inn

**Location:** Forest, Ontario

**Job Description:** Housekeeper | Room Attendant

**Reports To:** Housekeeping Manager

**Classification:** Full Time / Part Time Seasonal (must be available to work any shift including evenings, weekends & holidays)

#### **Summary:**

Housekeepers | Room Attendants are required to ensure quality control and cleanliness of hotel rooms, hallways, patios, changerooms, windows, washrooms, meeting rooms and general cleaning of the facility and all other job-related duties.

#### **Primary Responsibilities:**

- Maintain quality control of cleaning procedures within the building
- Understand current Covid-19 guidelines and responsibly adhere to sanitization schedules and procedures
- Recruit and train new hires
- Report any necessary repairs and maintenance requirements to the Housekeeping Manager and Maintenance Department
- Visually inspect all rooms to ensure quality control standards are maintained and follow guidelines required for partial and full room cleaning
- Maintain current training expectations through our online models.
- Recommend upgrades as required to the facility
- Be a positive role model and motivator to all associates within the facility respecting our Core Values.
- Must be available to work weekends and have flexible hours based on the seasonality of the business.
- Strong computer skills

While this is not all encompassing, the nature of this job description is to provide a basic understanding of the role and responsibilities of our housekeeping department including all other job-related duties.

#### **Apply:**

Please submit your resume & cover letter in confidence to Andrew Palmer, General Manager by email: [manager.forest@golfnorth.ca](mailto:manager.forest@golfnorth.ca)