

## **Housekeeping Attendant**

### **Inn at the Ninth B & B: Salmon Arm Golf Club**

**Location:** Salmon Arm, BC, Canada

**Department:** Inn at the Ninth Bed & Breakfast

**Reports To:** Innkeeper

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

**Salary:** \$18-\$21 per hour

**Summary:** Located in beautiful Salmon Arm, BC, The Inn at the Ninth is nestled in the trees on the ninth hole of the Salmon Golf Club. Our quiet surroundings offer the perfect getaway from the hustle and bustle of the city or the ideal stop over on your Canadian road trip. Our Inn features 6 suites that offer the privacy of a hotel room but the comforts and amenities of your home. We are looking for housekeepers/ breakfast attendant to help us through our busy season with hours ranging from 20 to 40 hours per week based on occupancy. Reporting to the Innkeeper, this position ensures that a consistently high standard of cleanliness and service is maintained throughout the guest accommodations and common areas. Often you are working with minimal supervision, so strong attention to detail and being able to follow written and verbal directions is a must. It's a fast-paced role where you are always on the move so being able to handle pressure well and being able to adapt to change easily would be an asset.

#### **Primary Responsibilities:**

- Cleans and maintains guestrooms and common areas
- Remove dirty linens and make up bed with clean linens, sanitize and dust, vacuuming, cleaning bathrooms & laundry
- Replenishes room amenities and supplies

- Perform rotation cleaning duties (ie. Steam clean carpets/ Upholstery, seasonal cleaning etc.. as required
- Removing garbage, recycling, room service trays, sanitize dishes
- Reports and hazards, damage, or concerns in a timely manner
- Restock cleaning caddies at end of shift
- Assist with morning breakfast prep, set up and clean up as needed

**Qualifications:**

- Customer service oriented/ personable/ outgoing
- Highly organized, self-motivated and able to work with minimum supervision
- Must be able to lift up to 30 lbs
- Must be physically fit and able to stand, walk, twist, bend, push, pull, reach, lift and kneel for 6-8 hours per day
- Prefer flexibility in hours, days available to work
- Must be capable of working in a fast-paced environment, must be able to multi task
- Demonstrate honesty and integrity
- Minimum 1 year experience preferred but willing to train the right individual.
- Careful attention to detail
- Punctual

**Apply:**

Please submit your resume & cover letter to Brad Kennell, General Manager, at [manager.salmonarm@golfnorth.ca](mailto:manager.salmonarm@golfnorth.ca). Please write "Inn at the Ninth - Housekeeping Room Attendant" in the Subject line.