



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Housekeeping Leader

Job ID	91-90-65-DE-82-C6	
Web Address	https://careers.indigenous.link/viewjob?jobname=91-90-65-DE-82-C6	
Company	The Wickaninnish Inn	
Location	Tofino, British Columbia	
Date Posted	From: 2024-05-29	To: 2024-11-25
Job	Type: Full-time	Category: Hospitality
Job Start Date	As soon as possible	
Job Salary	\$49 750.00 / year	
Languages	English	

Description

Join our Housekeeping Team as a Housekeeping Leader, where you have the opportunity to learn and grow in a Relais & Chateaux property also recognized as a Forbes, AAA 4-Diamond Resort and T&L World's Best Hotel.

We are dedicated to fostering a culture of belonging where every individual is appreciated and valued for who they are.

We are passionate about providing a supportive environment for our team, delivering excellence to our guests while achieving the highest sustainability practices, and creating a lasting legacy for our families and communities.

As a Housekeeping Leader you will be responsible for the overall, day-to-day operation of the Housekeeping Department and will be a member of the Wickaninnish Inn's Senior Management Team. The Housekeeping Leader along with the Director and other Housekeeping Leaders will be responsible for ensuring that the Wickaninnish Inn standards of service are maintained and that all housekeeping team members are consistently exceeding our guests' expectations.

As a Housekeeping Leader you will:

Be true to the mission statements of the Inn. Constantly ensure that the "5 C" standards of Relais & Chateaux, Forbes, AAA standards and Wickaninnish Inn service philosophies are followed.

Assist in fostering an inclusive culture where all team members feel valued for who they are, feel appreciated for their contributions, talents, and perspective, and are offered opportunities for growth and development

With the Housekeeping Leadership Team manage the operations of the housekeeping department. Lead by example and be a pro-active member of the Housekeeping Leadership Team.

As a Housekeeping Leader be responsible and accountable for the actions of the housekeeping team. You will work as a "hands on manager" assisting the team as they strive to meet or exceed guest expectations.

Be the contact person for all guests who may require immediate assistance from Housekeeping Leadership, and/or follow up with guest concerns as necessary.

With the Housekeeping Leadership Team create a positive atmosphere for learning & development for housekeeping team members.

Assist in planning and coordinating the activities of housekeeping team.

Create, implement, monitor and continually improve systems and processes within the Housekeeping Department that drive efficiency, team culture, and ameliorate the guest experience.

With the Housekeeping Manager create, record and manage the annual budget for the Housekeeping Department.

Maintain financial records and prepare budgets, payroll and team members schedules.

With the Housekeeping Leadership Team be responsible for the overall cleanliness and physical condition of all areas of the Wickaninnish Inn. Conduct inspections to ensure that departmental standards and health and safety regulations are being met.

Participate in all Human Resource functions within the Housekeeping Department. Hire, train and supervise housekeeping staff.

Complete all administrative responsibilities required to maintain the smooth operation of the Housekeeping Department.

Ensure compliance with all Health & Safety standards and foster a culture of safety among the team.

Source, purchase and inventory all Housekeeping Supplies. Select and purchase equipment and supplies, and maintain inventory as directed.

Assist in coordinating the renovations, upgrades and deep cleaning of the Inn during the Annual Closure. Arrange for maintenance and repair of equipment and machinery as directed.

Be responsible for sustainable cleaning practices, and legislated cleaning and safety procedures and standards for the Inn.

Experience

2 years to less than 3 years previous Housekeeping and Front Office experience are an asset

Credentials

WHMIS certification or willingness to obtain

Education Requirements

A university degree or college diploma in hospital management, hotel management or business administration, or equivalent experience as a Housekeeping Leader

Essential Skills

Our ideal candidate will embody the West Coast culture, while still being committed to the art of hospitality and pursuit of excellence. They will have:

Exemplary guest service skills and demonstrated enthusiasm and talent for exceeding guest expectations.

Excellent Human Resources skills.

Minimum 2 years management or leadership experience in the service industry or 4 years of experience in a housekeeping department is necessary.

Highly developed interpersonal and communication skills, both written and verbal, are needed.

Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem-solving skills are necessary.

Knowledge of standard operating financial statements as well as the budgeting process, scheduling and effective cost management.

Working knowledge of relevant platforms including, but not limited to: Maestro PMS, and Microsoft Office suite.

To work evenings and weekends as needed, and maintain flexibility in scheduling.

To have WHMIS knowledge and/or certification.

A mutual understanding of your employment duration will be determined during your interview.

Work Environment

Staff accommodation available

50 - 100 rooms

Resort

Hotel, motel, resort

Additional Skills

Establish operational procedures

Select and purchase equipment and supplies

Plan and co-ordinate activities of housekeeping supervisors and crews

Co-ordinate inspection of assigned areas

Supervise staff

Ensure that safety standards and departmental policies are met

Maintain financial records

Prepare budgets and payrolls

Co-ordinate maintenance and repair services

Conduct performance evaluations and appraisals

Maintain inventory of supplies, equipment and uniforms

Supervise in-house laundry services

Co-ordinate in-house laundry services

Schedule and assign duties of housekeeping staff

Ensure that local health and sanitation regulations are carried out

Hire and dismiss staff

Respond to complaints of guests

How to Apply

In order to apply for this career opportunity, please send your resume and cover letter to jobs@wickinn.com.
By submitting an application, you are attesting that the information given is accurate and you give consent to The Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. As we receive a high volume of e-mails, we are only able to respond directly to you if your Resume and interests align with our currently available positions

Job Board Posting



Date Printed: 2024/06/30

Housekeeping Leader

Job ID	36757E4910449
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=36757E4910449
Company	The Wickaninnish Inn
Location	Tofino, British Columbia
Date Posted	From: 2024-05-29 To: 2024-11-25
Job	Type: Full-time Category: Hospitality
Job Start Date	As soon as possible
Job Salary	\$49 750.00 / year
Languages	English

Description

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As a Housekeeping Leader you will:

Be true to the mission statements of the Inn. Constantly ensure that the "5 C" standards of Relais & Chateaux, Forbes, AAA standards and Wickaninnish Inn service philosophies are followed.

Assist in fostering an inclusive culture where all team members feel valued for who they are, feel appreciated for their contributions, talents, and perspective, and are offered opportunities for growth and development

With the Housekeeping Leadership Team manage the operations of the housekeeping department. Lead by example and be a pro-active member of the Housekeeping Leadership Team.

As a Housekeeping Leader be responsible and accountable for the actions of the housekeeping team. You will work as a "hands on manager" assisting the team as they strive to meet or exceed guest expectations.

Be the contact person for all guests who may require immediate assistance from Housekeeping Leadership, and/or follow up with guest concerns as necessary.

With the Housekeeping Leadership Team create a positive atmosphere for learning & development for housekeeping team members.

Assist in planning and coordinating the activities of housekeeping team.

Create, implement, monitor and continually improve systems and processes within the Housekeeping Department that drive efficiency, team culture, and ameliorate the guest experience.

With the Housekeeping Manager create, record and manage the annual budget for the Housekeeping Department.

Maintain financial records and prepare budgets, payroll and team members schedules.

With the Housekeeping Leadership Team be responsible for the overall cleanliness and physical condition of all areas of the Wickaninnish Inn. Conduct inspections to ensure that departmental standards and health and safety regulations are being met.

Participate in all Human Resource functions within the Housekeeping Department. Hire, train and supervise housekeeping staff.

Complete all administrative responsibilities required to maintain the smooth operation of the Housekeeping Department.

Ensure compliance with all Health & Safety standards and foster a culture of safety among the team.

Source, purchase and inventory all Housekeeping Supplies. Select and purchase equipment and supplies, and maintain inventory as directed.

Assist in coordinating the renovations, upgrades and deep cleaning of the Inn during the Annual Closure. Arrange for maintenance and repair of equipment and machinery as directed.

Be responsible for sustainable cleaning practices, and legislated cleaning and safety procedures and standards for the Inn.

Experience

2 years to less than 3 years previous Housekeeping and Front Office experience are an asset

Credentials

WHMIS certification or willingness to obtain

Education Requirements

A university degree or college diploma in hospital management, hotel management or business administration, or equivalent experience as a Housekeeping Leader

Essential Skills

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Highly developed interpersonal and communication skills, both written and verbal, are needed.

Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem-solving skills are necessary.

Knowledge of standard operating financial statements as well as the budgeting process, scheduling and effective cost management.

Working knowledge of relevant platforms including, but not limited to: Maestro PMS, and Microsoft Office suite.

To work evenings and weekends as needed, and maintain flexibility in scheduling.

To have WHMIS knowledge and/or certification.

A mutual understanding of your employment duration will be determined during your interview.

Work Environment

Staff accommodation available

50 - 100 rooms

Resort

Hotel, motel, resort

Additional Skills

Establish operational procedures

Select and purchase equipment and supplies

Plan and co-ordinate activities of housekeeping supervisors and crews

Co-ordinate inspection of assigned areas

Supervise staff

Ensure that safety standards and departmental policies are met

Maintain financial records

Prepare budgets and payrolls

Co-ordinate maintenance and repair services

Conduct performance evaluations and appraisals

Maintain inventory of supplies, equipment and uniforms

Supervise in-house laundry services

Co-ordinate in-house laundry services

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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/06/30

Housekeeping Leader

Job ID	38DF0087EF18C	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=38DF0087EF18C	
Company	The Wickaninnish Inn	
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Date Posted	From: 2024-05-29	To: 2024-11-25
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