



HOUSEPERSON HOUSEKEEPING

RESPONSIBILITIES:

- Chopping of wood/kindling
- Cleaning and resetting of fire places
- Ensuring that the property is stocked with wood at all times
- Ensuring that all guest deliveries are made in a timely manner
- Organizing storage areas including furniture storage
- Organizing recycling programs within the housekeeping department
- Delivering, setting-up and picking-up of cots/cribs as requested
- Locking all closets at the end of the shift
- Reporting all maintenance problems
- Ensuring cleanliness of the exterior of guest cabins & windows
- Delivery of HSKP supplies to linen closets.
- Cleaning, repairing and maintaining vacuum systems on property.
- Troubleshooting Internet, and On-Command deficiencies as needed.
- Other housekeeping duties as may be assigned

QUALIFICATIONS:

- Able to work various shifts
- Able to work without supervision
- Self motivated
- Must be in good physical condition
- Must be able to operate a standard transmission vehicle
- Good knowledge of the property an asset
- Must be responsible and reliable
- Must be able to work under pressure
- Good spoken communication skills
- Must possess a valid Alberta Drivers License**
- Must meet the minimum expectations of the Heart of House perceiver interview

PHYSICAL DEMANDS:

Standing: 6-8 hrs/day; sitting: 0-2 hrs/day; walking: 6-8 hrs/day; bending/reaching: 4-6 hrs/day; pushing/pulling: 2-4 hrs/day; physical effort: moderate, does not lift more than 50 lbs (23kgs); visual effort: moderate, detail oriented; environmental stress: high - chemical use, responding to a variety of guest calls.