



Housekeeper

Main Functions:

Working at The Harbourside Motel and/or Wireless Bay Cottages, Housekeepers are responsible for ensuring efficient and meticulous cleaning services for all rooms and cottages up to company standards.

Reports to:

General Manager – Ashley Miller

Job Duties:

Housekeepers perform some or all of the following duties:

- Strip all used linens, soaps and garbage from rooms.
- Clean rooms including bathrooms, living areas, kitchens (if required) and bedrooms.
- Re-stock towels, tissues, soaps etc.
- Re-make the beds.
- Ensure the room is spotless prior to telling the Front Desk Associate the room is ready to rent.
- Complete all laundry when a laundry person is not present or staffing does not allow for a laundry person.
- Report any and all issues to the Front Desk Associate or to the General Manager to be dealt with immediately.
- When time permits things such as painting or general maintenance like weeding and sweeping will be done.
- Maintain thorough communication with Front Desk Associate with room completion throughout the day.

Skills Requirements:

- Experience is an asset.

Essential Skill Requirements:

- Ability to work with minimal supervision
- Continuous learning
- Ability to locate and find needed information without direct supervision
- Ability to work with others
- Punctual, meticulous and reliable
- Knowledge of the Tobermory area to answer questions from patrons

Working Conditions:

- Workweeks are 5 or 6 days, Monday – Sunday, 6-12 hours per day, no shifts beginning before 8 am or finishing later than 5 pm.
- Housekeepers are entitled to a ½ hour unpaid lunch and two 15 minute coffee breaks paid time.
- Housekeepers are frequently exposed to noise and a regular flow of people.
- Housekeepers may have the opportunity to work overtime, with paid compensation.

Agreed & Accepted By: _____ (Name Please Print)

_____ (Signature)

Date: _____