



# Job Opportunity— Part time Housekeepers

The Canadian Ecology Centre is a non-profit environmental and science education and Conference centre located in Samuel de Champlain Provincial Park, Mattawa Ontario. We deliver outdoor and environmental education programs, PD opportunities for teachers, host weddings, meetings and conferences, and offer fixed roof accommodations.

**Part-time Position:** The CEC is currently looking for Housekeeping Staff for part-time positions.

## Job Description:

Performs routine duties in cleaning and servicing of guest rooms and main buildings under supervision of housekeeping supervisor. Room attendant promotes a positive image of the property to guests and must be pleasant, honest, friendly and should also be able to address guest requests and problems.

- Ensuring the highest standards for overall cleanliness of guest suites and buildings
- Making beds, changing sheets, distributing toiletries and clean linens
- Cleaning, disinfecting and polishing bathroom fixtures
- Picking up debris and emptying trash containers
- Cleaning floors
- Responding promptly to all requests by guests and employees and informing managers of maintenance deficiencies, low supply levels and missing amenities
- Presenting a professional image at all times
- Adhering to all health and safety guidelines and standards, especially when using equipment and machines
- Ability to clean number of rooms assigned by management and in accordance with CEC quality standards
- Performing any other duties and cleaning projects as assigned by Supervisors.

## Qualifications:

- Available to work day and evening shifts any day of the week, including weekends and holidays
- Friendly, customer-service attitude
- Works well with little supervision within a team environment
- Attention to detail and dedication to “doing things right the first time”
- Ability to communicate effectively and positively with guests and co-workers
- Strong physical condition as this position requires constant standing, walking, bending and lifting, pushing and pulling
- Understanding of WHMIS
- Must provide successful criminal record check

Please **submit cover letter, resume by August 20 2017.**

Only successful candidates will be contacted for an interview.

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