



HOUSEKEEPING ATTENDANT

JOB DESCRIPTION:

Our Housekeeping Department provides services for a multitude of apartment buildings in the greater Vancouver area. Our Housekeepers are responsible for providing clean, comfortable, orderly and satisfying surroundings for our guests. They promote a positive image of the property to our guests, and must be pleasant, friendly and able to address problems or special requests.

Because of the fast paced job environment, decisions must be made quickly and firmly, within the defined scope of job authority and based on job expertise, which is supported by written materials and an ongoing training program. In general, this is a valued expert expected to deliver high quality, accurate results, while efficiently maintaining and enhancing existing organizational systems and standards.

RESPONSIBILITIES INCLUDE:

- Clean units following prescribed methods in Housekeeping Manual
- Follow key and security guidelines
- Inspect units for damage, wear and tear, and notify Supervisor
- Deliver suite-specific items and guest requests on instruction
- Performs minor handyman-type repairs and maintenance, changing light bulbs etc.
- Collects garbage in units and transports to designated areas
- Interacts with guests, building staff, maintenance & repair personnel
- Share ideas in means to enhance the service and improve the guest experience

REQUIREMENTS:

- Ability to communicate in written and spoken English
- Ability to provide feedback on a daily basis, keeping with company policy and standards.
- Ability to lift, pull and push a moderate weight (50lbs)
- Knowledge of cleaning supplies and equipment
- Proactive with a meticulous eye for detail
- Skilled in home repairs would be considered a huge asset
- Previous experience in residential cleaning is desirable
- Valid Driver's License
- A reliable vehicle with business class insurance would be considered an asset
- Bondable
- Hours need to be flexible to accommodate to operational needs

Please email your cover letters and resumes to jlo@hscr.com

We value the interest of all applicants, however, only those selected for an interview will be contacted. No phone calls please.