



Job Title: Housekeeper

Location: Gorge Harbour Marina Resort, Cortes Island

Position Type: Full-time/Part-time, Seasonal

Wage: Hourly, \$19-25 per hour

Reports to: Resort Manager

Join Our Team!

Nestled in nature and away from the hustle and bustle, our resort offers a serene escape for guests seeking relaxation, adventure, and reconnection with the outdoors. We take pride in offering exceptional service, cozy accommodation, and a clean, welcoming environment. We are currently looking for a dedicated, detail-oriented Housekeeper to join our small and passionate team.

Key Responsibilities:

- Thoroughly clean and refresh guest rooms in the main lodge, domes, RV's, and cottage. This includes but is not limited to making beds, dusting, vacuuming, cleaning appliances, wiping down surfaces, and replenishing amenities such as toiletries and linens.
- Follow the housekeeping manual for correct cleaning products and tools to be used on the designated surfaces.

Public Area Maintenance:

- Ensure that common areas such as front desk lobby, lodge guest areas (kitchen, social room, and hallways), recreational and guest facilities, are cleaned and maintained throughout the day.

Laundry Services:

- Sort, wash, dry, iron, fold, and deliver linens, towels, and bedding to all guest accommodations and designated areas, ensuring a constant supply of clean materials.
- Follow the housekeeping manual for proper cleaning products and techniques for designated fabrics.

Inventory and Facility Management:

- Maintain neat, tidy, and exceptionally organized housekeeping facilities.
- Ensure correct storage of products and tools within the housekeeping facilities.
- Monitor and report inventory levels of cleaning supplies, toiletries, linens, and other housekeeping items. Notify the Housekeeping Supervisor as needed.



**Guest Interaction:**

- Respond promptly to guest requests for additional amenities or services (e.g., extra towels, pillows, or cleaning needs) in a professional and courteous manner.

Deep Cleaning:

- Follow periodic and scheduled deep cleaning tasks listed in the housekeeping binder, such as carpet shampooing, window, wall, and baseboard washing. This is required in all guest accommodations and social areas.
- Regularly deep clean housekeeping facilities such as washers and dryers, behind appliances, utility sinks, laundry sorting stations, and folding tables.

Health and Safety Compliance:

- Follow established safety procedures, including the proper handling and storage of cleaning chemicals, and ensure that health and safety standards are consistently met.

Team Collaboration:

- Work closely with other housekeeping and front desk staff to maintain a smooth workflow, assist with large tasks, and communicate effectively about room statuses, maintenance issues, or special guest requests.

Maintain Privacy and Confidentiality:

- Respect guest privacy and confidentiality, ensuring that no personal information or belongings are disturbed during cleaning.

Skills and Qualifications:

- Prior housekeeping experience preferred (hospitality a plus!)
 - Comfortable working in a remote, off-grid, or nature-based setting
 - Reliable, independent, and able to manage time efficiently
 - Positive attitude and strong attention to detail
 - Able to lift to 30 lbs and perform physical tasks throughout the day
 - WHMIS Certificate.
 - First Aid Certificate as applicable.
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Working Conditions:

The Housekeeping Attendant works primarily indoors; however, it will be a requirement to transfer cleaning supplies and linens from different accommodation and facilities to the resort grounds. You will work in a fast-paced and dynamic resort setting, interacting with both guests and other resort departments. This position requires physical activity and the ability to manage multiple tasks simultaneously, ensuring a high standard of cleanliness throughout the property.

Accommodation will be provided to non-residents of Cortes Island.

Why Join Us?

At Gorge Harbour Marina Resort, we pride ourselves on creating memorable guest experiences while fostering a supportive and collaborative team environment. If you're passionate about hospitality and want to contribute to a thriving resort, we'd love to hear from you!

To Apply:

Please send your resume and a brief cover letter, to manager@gorgeharbour.com. We look forward to hearing from you!

Applications will be reviewed on a rolling basis. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

