

Assistant Housekeeping Manager - Living Water Resorts

Job ID
38104

Living Water Resorts

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LOCATION	DATE POSTED	EXPIRY DATE	
19 KEITH AVE R.R.#4, Collingwood, ON Ontario	16-09-2025	12-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 25.83	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

DEPARTMENT: HOUSEKEEPING
REPORTS TO: DIRECTOR OF HOUSEKEEPING
VACANCIES: 5

Living Water Resorts prides itself in its people. As a company we are committed to attracting and retaining the best talent. From part-time jobs, to co-operative education experiences, to Leadership positions, Living Water Resorts offers you the perfect place to build your resume and spread your wings.

At Living Water Resorts, we’re looking for dynamic, energetic people join a truly unique employment experience where you are expected to:

- take advantage of the many perks the resort offers
 - give back to your community
 - look after yourself and nurture your emotional, spiritual, and physical wellbeing
 - make friends and lasting connections so that your job is fun and rewarding
- We’re looking for enthusiastic people...

Living Water Resorts is committed to supporting a culture of diversity and inclusiveness across the organization. We believe in equal opportunity and it is our priority to ensure a barrier-free recruitment and selection process. Should you require accommodation in relation to any of the materials or processes used during the recruitment and selection process, please notify Human Resources. Living Water Resorts will make every effort to accommodate persons with disabilities in a timely, effective and suitable manner.

The Assistant Housekeeping Manager assists in the day-to-day operations of all Housekeeping functions to ensure hotel cleanliness standards are met and/ or exceeded on a daily basis. This position reports directly to the Director of Housekeeping.

QUALIFICATIONS:

Required languages: ENGLISH

High School diploma

Minimum 1-2 years experience in a supervisory position preferably in a housekeeping capacity an asset.

Passion for cleanliness and attention to detail

Computer literacy in MS Window, Excel

Demonstrates leadership, creativity and initiative

Possess excellent interpersonal and organizational skills and have a strong ability to prioritize.

Good oral and written communication skills

Excellent time management skills

Excellent attention to details

Must be able to maintain standards under variable conditions

Professional attitude and appearance at all times

Working Conditions:

Works the majority of the time indoors

Must be able to bend, reach, lift at least 30lbs

Must be able to walk and stand for an average of 8 hours per shift

Must be able to work flexible hours and days including early mornings, evenings, weekends and holidays

Additional Information

This position requires a responsible, mature individual with initiative and a hands-on approach.

The incumbent must be well organized, flexible and have the ability to prioritize for maximum efficiency. This position requires someone with strong interpersonal skills, who is responsive to internal and external demands.

This job description is not limited to those duties specifically listed and can be changed at anytime in order to adapt to business demands or organizational changes.

Work remotely:No

*Qualified Aboriginal persons, newcomers, and other underrepresented persons or groups are encouraged to apply.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

How to Apply: Please apply online or send your resume to: jobs@livingwaterresorts.com or a.jobpostings@gmail.com

Job Description

Tasks:

Select and purchase equipment and supplies

Plan and co-ordinate activities of housekeeping supervisors and crews

Co-ordinate inspection of assigned areas

Supervise staff

Co-ordinate contract services

Ensure that safety standards and departmental policies are met
Supervise maintenance and repair services
Co-ordinate maintenance and repair services
Conduct performance evaluations and appraisals
Maintain inventory of supplies, equipment and uniforms
Supervise in-house laundry services
Co-ordinate in-house laundry services
Schedule and assign duties of housekeeping staff
Co-ordinate dry cleaning and valet services
Ensure that local health and sanitation regulations are carried out
Respond to complaints of guests

Supervision:

Working groups

Work conditions and physical capabilities:

Fast-paced environment

Tight deadlines

Attention to detail

Combination of sitting, standing, walking

Standing for extended periods

Health benefits:

Dental plan

Health care plan

Vision care benefits