

Housekeeping Manager

Alliance Maintenance Ltd.

Job ID

38556

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LOCATION	DATE POSTED	EXPIRY DATE	
4620 Earles St., Vancouver, BC British Columbia	01-12-2025	27-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$24.20/h	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Alliance Maintenance Ltd. (business address 4620 Earles St., Vancouver, BC, V5R 3R2) is seeking a Housekeeping Manager for our Vancouver, BC location. It's a full-time, permanent position, 37.5 hours/week, Monday to Friday. We pay \$24.20/h. The employee receives 4% paid vacation.

Benefits:

- Extended health coverage, including dental and healthcare, after a 3-month probationary period
- Free on-site parking.

Start date: ASAP

Employment location: Vancouver Lower Mainland Area

To apply, please send your resume and cover letter with skill sets to resume@alliancecleans.com with reference number 62021. No telephone calls and no walk-ins, please. Only candidates meeting the qualifications will be contacted.

Job Description

Duties:

- Oversee and manage all housekeeping operations across apartment buildings.
- Plan, organize and direct daily cleaning activities to ensure high standards of cleanliness and maintenance.
- Coordinate housekeeping schedules and staffing levels, including coverage planning during absences or peak periods.
- Develop and implement housekeeping procedures, policies and quality control standards.
- Train, supervise and evaluate housekeeping staff.
- Conduct regular inspections of apartment buildings to ensure compliance with cleanliness and safety standards.
- Manage inventory and procurement of cleaning supplies and equipment; ensure cost control and budget compliance.
- Address performance issues, resolve staff concerns and implement corrective actions when necessary.
- Prepare operational and performance reports for senior management.

- Ensure compliance with occupational health and safety regulations.
- Respond to emergencies and operational issues as required.

Requirements:

- Must have a college diploma in business administration;
- Must have at least 2-years work experience working in a cleaning/property management company or a combination of experience and education;
- Must be able to lead a team of 10-15 employees;
- Must have excellent organization skills and ability to prioritize;?
- Must be able to remain calm and professional in difficult situations;
- Must be able to speak, read and write in English;
- Must have excellent communication and customer service skills;
- Must have attention to detail be able to stand and walk for extended periods;
- Must be able to provide at least one professional reference upon request.