

Assistant Executive Housekeeper

Origin Active Lifestyle Communities

Job ID

39269

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LOCATION	DATE POSTED	EXPIRY DATE	
808 Spring Creek Drive, Canmore, AB Alberta	02-03-2026	29-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$25.30/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

Origin Active Lifestyle Communities is seeking an Assistant Executive Housekeeper in Canmore, AB.

Terms of Employment

Wage: \$25.30/h

Position: Full-time, Permanent.

Vacation: 2 weeks

Work Hours: 37.50 hours per week

Location of Employment and Business Address: 808 Spring Creek Drive, Canmore, AB, T1W 0K3, Canada

Benefits: Group benefit plan (Extended Health Care, Dental Care, Long-term disability, Life coverage) is available after 3 months of continuous full-time employment. Discounted or free food.

Schedule: Holidays, Monday to Friday, Weekend availability

Accommodation: On-site housing option is available

To apply, please email your resume to: khiggins@originspringcreek.ca

Underrepresented groups are encouraged to apply, would be acceptable.

Job Description

Specific Duties and Responsibilities

- Oversee Origin at Home housekeeping staff and set up monthly client schedules, introduce new clients to the Origin at Home program.
- Assists and coordinates the weekly schedules for all team members. Oversees that orientation checklists are complete for new team members.
- Assists the Environmental Services Manager with updating and developing suite assignments and daily cleaning lists.
- Assists the Environmental Services Manager with preventative maintenance programs and developing cleaning schedules, including carpet cleaning of the building and resident suites.
- Introduces the housekeeping program to new residents. Introduces extra cleaning tasks that are offered by Origin to new

and current residents.

- Check the status of suites being deep-cleaned. Track progress and cleaning status of guest suites.
- Oversees Staff Accommodations. Oversee the cleanliness of all units, sign leases with new team members moving into the accommodations.
- Reports any concerns regarding staff accommodation to the Environmental Services Manager.
- Oversee the pickup and delivery of external laundry services offered by Origin to local hotels. Keeps track of weekly laundry totals.
- Delegate and schedule extra housekeeping tasks to housekeepers.
- Help housekeepers in rooms when needed. Help laundry staff when needed.
- Assist Environmental Services Manager with hiring/interviewing potential new employees.
- Assist the Environmental Services Manager in approving time off and sick leave requests from employees.

Education and Experience

- Must have a college-level diploma in business administration or a related field;
- Must have at least 2 years of work experience in the provision of housekeeping services combination of experience and education.
- Must be able to lead a team of 10-15 employees;
- Criminal Record check;
- 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.