Executive Housekeeper

Four Points by Sheraton

Job ID
40666

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LOCATION	DATE POSTED	EXPIRY DATE
10010 12th Avenue SW, Edmonton, AB| Alberta	24-07-2026	20-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Location: 10010 12th Avenue SW, Edmonton, AB, T6X 0P9
Work location: On site
Salary: 37.50 hourly / 30 to 35 hours per week
Terms of employment: Permanent employment
Full time: Evening, Morning, Night, Day, Weekend
Starts as soon as possible
Vacancies: 1 vacancy
Languages: English
Education: Secondary (high) school graduation certificate
Experience: 1 year to less than 2 years
On site: Work must be completed at the physical location. There is no option to work remotely.

Job Description

Tasks: Establish operational procedures, Plan and co-ordinate activities of housekeeping supervisors and crews, Co-ordinate inspection of assigned areas, Co-ordinate contract services, ensure that safety standards and departmental policies are met, supervise maintenance and repair services, maintain inventory of supplies, equipment and uniforms, Schedule and assign duties of housekeeping staff, ensure that local health and sanitation regulations are carried out, Respond to complaints of guests.
Personal suitability: Client focus, Dependability, Efficient interpersonal skills, Flexibility, Interpersonal awareness, Organized, Reliability, Team player
Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities
Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees
Support for youths: Participates in a government or community program or initiative that supports youth employment
Support for Veterans: Participates in a government or community program or initiative that supports Veterans, offers

flexible onboarding options to allow Veterans to gradually adapt to the civilian workplace (for example: gradually increasing hours and responsibilities, etc.)
Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people
Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)
Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
You can apply if you are:
a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.
How to apply
By email
resumes@phihotelgroup.com
By mail
10010 12th Avenue SW, Edmonton, AB, T6X 0P9

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