

Job Title: Housekeeping Steward

Hours: 30 - 40 hours/week (part-time & seasonal opportunities also available.)

Location: Northern Edge Algonquin, Kawawaymog Lake (Algonquin Park Access #1)

Compensation: \$14/hour

To apply send cover letter & resume to: work@northernedgealgonquin.ca

Northern Edge Algonquin: www.northernedgealgonquin.ca

We provide experiences in nature that help us rediscover ourselves, empower one another and restore our connection to the earth.

“The Edge” is a nature retreat & awareness centre located on Kawawaymog Lake, on the edge of Algonquin Park. We offer year-round retreat experiences including yoga retreats, adventure getaways, spiritual experiences, team building, experiential tourism training programs, reunions, and more. Comfortable cabin accommodations, delicious meals, programs, and activities are always included.

Employees at Northern Edge value working surrounded by nature, in a positive work environment with flexible hours of work and a generous sick day policy. Benefits include participation in retreat programming at no/low cost, use of program materials & outdoor equipment for personal use in our corner of Algonquin Park & area, and a self-funded health & dental benefits program for team members after four months of uninterrupted employment.

Our Housekeeping Team Principals:

- Contributing towards the achievement of Northern Edge Algonquin’s high standards of cleanliness and guest care.
- Ensuring a clean and safe work environment completing daily and weekly assigned checklists as required.
- Energetic clearing with positivity.
- Maintaining welcoming “front of house” spaces and well-organized “back of house” spaces.
- Efficiency, and a high quality of care for our spaces, team, and guests.
- Environmentally sustainable cleaning products & solutions.
- Applying *The KonMari Method™* to organization, display, and storage of items.
- Self Management: Taking initiative in resolving issues to the best of one’s knowledge.
- Continuous Improvement: Voicing suggestions for how practices can improve.

What you’ll do:

Our housekeeping team ensures a clean and safe work environment by completing daily and weekly assigned checklists as required, completing tasks including:

- Sweep, mop and wash floors,
- Clean furniture and fixtures,
- Vacuum,

- Make beds and change sheets,
- Stock linen,
- Wash and fold laundry,
- Clean and disinfect bathrooms, fixtures, and empty trash containers.
- Transport clean and soiled linens. Load and unload washing machines and dryers, fold sheets, towels and bedding.
- Ensure the safe storage and effective use of cleaning materials and equipment.
- Assist in the planning and execution of seasonal deep cleaning duties.
- Report maintenance issues and damaged items found.
- Perform any other job related duties as assigned.
- Participate in team meetings as required.
- Maintain a positive and professional decorum at all times.
- Work with our team, doing what needs to be done to ensure the safety & seamless experience of guests.
- Role includes Indoor and outdoor work, repetitive tasks, occasionally handling heavy loads, and performing physically demanding tasks with attention to detail. Activities include a combination of sitting, standing, walking, bending, crouching and kneeling.

What you have:

- Self-initiative: identifying & resolving upcoming tasks and other needs with independence and ability to self-manage.
- Ability to multi-task, organizing time effectively and coordinating tasks so they are completed efficiently.
- An appreciation for your role in driving the success of the team, and dependability when working with minimal supervision.
- Efficiency & high energy.
- A willingness to “pitch-in” and help co-workers with their job duties and be a team player.
- Physical capability & endurance to meet the physical demands of the position, including: walking up & down hillside trails to multiple buildings; ability to bend, stoop, kneel, and reach; ability to grasp, lift, carry or otherwise move materials weighing up to 30 lbs without assistance.
- Proven cleaning ability with an attention to detail.
- Able to work various shifts if required, including weekends and holidays.
- Knowledge of cleaning techniques and products an asset.
- Ability to multi-task and organize time effectively and efficiently.
- Reliable transportation to and from work at our Algonquin Park location. Carpooling may be available with other team members scheduled for similar shifts.
- Strong mission of service - passion, initiative, motivation and teamwork skills.
- A deeply empathetic approach to your work, both with internal team and visitors.
- Approachable & pleasant manner.
- A commitment to and passion for championing the core values and identity of Northern Edge Algonquin.

- Exceptional communication skills, both written and verbal.
- Flexibility, Adaptability, Resiliency.
- Knowledge of cleaning techniques and products an asset.
- Previous housekeeping experience is an asset.

Areas of Growth:

- This role could grow in many ways, including the following areas:
 - Retreat Hosting
 - Food Service
 - Stewardship & Facility Management

Please send an application to Work@NorthernEdgeAlgonquin.ca, including:

- Cover Letter
- Resume
- 2 or 3 References (including their email contact information.)

