

<b>Title</b>	Housekeeping Supervisor
<b>Open positions</b>	1
<b>Wages</b>	\$17 - \$21 / Hour (Competitive hourly wage, plus gratuity)
<b>Job Types</b>	Full Time / Permanent
<b>Schedule</b>	Shift (Weekdays/Weekends, holidays as needed)
<b>Department</b>	Hotel
<b>Reports To</b>	Hotel Manager

**Position Summary:**

We are seeking a dedicated and experienced Housekeeping Supervisor to oversee daily cleaning operations within our facilities. The ideal candidate will ensure that cleaning standards are maintained, team members are effectively managed, and the environment remains safe, clean, and welcoming. This leadership role requires strong organizational skills, excellent communication, and a solid background in custodial services and facilities maintenance. The Housekeeping Supervisor will play a vital role in delivering exceptional service and maintaining high standards of cleanliness across all areas.

**Key Accountabilities:**

- Manages housekeeping staff ensuring cleaning/custodial duties for the hotel rooms and common areas
- Prepares and implements task checklists and cleaning schedules to ensure daily, weekly, monthly and annual housekeeping activities are completed for all areas
- Work collaboratively with Property Maintenance to maintain equipment and ensure faulty equipment in all Resort areas are identified and repaired promptly
- Oversee the internal laundry service for hotel linens
- Provides evaluations of employee performance to the Resort and Business Development Manager
- Prepares employee schedules; edits timesheets and delegates daily assignments
- Oversees the hiring/termination of employees, working with the Resort and Business Development Manager & Human Resources on maintaining appropriate staffing levels
- Develops and executes training programs for housekeeping staff
- Submits purchase orders to the Resort and Business Development Manager for supplies and services
- Receives, stores, and safeguards cleaning supplies and equipment
- Conducts regular inspections in all Resort areas to ensure the highest standards of cleanliness are maintained
- Responds to and resolves requests for cleaning services in all Resort areas
- Provides regular reports to the Resort and Business Development Manager
- Manages other initiatives or duties as required

**Education and Qualification Requirements**

- Grade 12 education or suitable combination of education and experience
- Excellent communication skills; both written and verbal
- Computer literacy in MS Office
- Minimum 2 years of experience in custodial / housekeeping services
- Minimum 2 years of managerial / supervisory experience
- First Nations experience an asset
- Other languages an asset
- ASIP, WHMIS and First Aid an asset
- Criminal Record Clearance mandatory
- Experience:
  - Management: 2 years (preferred)
  - Supervisory: 2 years preferred)

**Work Environment Considerations**

Regular hotel environment, non-traditional work hours, standing for long periods of time.  
Days, Evenings, and Weekends

**Special Working Conditions**

The Company is committed to sound internal control policies and practices. Every team member will follow the internal control practices required of their position and department. Every team member will follow and support the Core Values, Mission and Guiding Principles of the Stoney Nakoda Resort

**Compliance Requirements**

- Every team member must comply with all requirements of the corporate policies
- Every team member will be familiarized with the business process documentation and internal control objectives related to their position, and how their job description aligns with specific internal control activities for which they are responsible.
- Adhering to all company and regulatory policies as they relate to functions of the position.

**Benefits**

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| <ul style="list-style-type: none"> <li>• Group Benefits including:           <ul style="list-style-type: none"> <li>• Dental care</li> <li>• Extended health care</li> <li>• Life insurance</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• On-site parking</li> <li>• Staff Food Discount</li> <li>• Flexible Schedule</li> <li>• Tuition Reimbursement</li> </ul> |
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Please submit resume to:

By email at [careers@stoneynakodaresort.com](mailto:careers@stoneynakodaresort.com), in person at 888 Nakoda Way, Kananaskis, AB or check out our Website at <https://www.stoneynakodaresort.com/careers>