

# Housekeeping Manager

**Posted By:** Greensboro Inn

**Location:** New Minas

**Salary:** \$17.00 - 18.00 Per Hour

**JOB ID :** RJ5771263

**Posting Date :** 05-Apr-2025

**Expiry date :** 02-Oct-2025

**Education :** College diploma or equivalent

**Language :** English

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## Job Description

**Location:** 9016 Commercial Street, New Minas, Nova Scotia, B4N 3E2

**Duties and Responsibilities:**

- Manage the daily activities of the housekeeping department to include appropriate cleaning of all rooms and public areas.
- Arrange and plan weekly roster and cleaning schedules.
- Supervise housekeepers to ensure rooms are cleaned to the high standards of cleanliness and customer satisfaction.
- Purchase, order, and maintain housekeeping supplies and inventory.
- Train and coach housekeepers.
- Ensure all cleaning equipment is in proper working condition and make arrangement for repairs as needed.
- Conduct performance evaluation and appraisals.

- Respond to guests inquiries and concerns.
- Ensure local health and sanitation regulations are carried out.

**Work Experience:**

- Minimum two years of supervisory experience in housekeeping management

**Key Competencies:**

- Excellent leader, detailed-oriented, and demonstrate a commitment to customer service.
- Excellent organizational and team management skills.
- Flexibility to work various shifts, including weekends and holidays.
- Effective interpersonal skills and team-building skills.
- Excellent communication skills in English.
- College graduated or equivalent.

**Work hours:**

- 30 to 40 hours a week

**Benefits:**

- 3 days paid personal leave per year.
- Free parking available
- Gratuities

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [lindachen1204@outlook.com](mailto:lindachen1204@outlook.com)**

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