



## ARE YOU:

- Interested in a job that allows you to make an immediate and meaningful difference?
- Interested in meeting people from all over the world and a joining a team of passionate and dedicated people?
- Like being active and working indoors and out?

Then we are the match for you!

## Duties and Responsibilities:

### **Primary Responsibility:**

To ensure our guests have a clean and comfortable experience during their stay.

### **Primary Duties:**

To ensure all assigned areas are kept at the highest cleaning standard and all tasks are completed in a professional and timely manner.

This will involve but is not limited to:

- To spotlessly prepare the required number of rooms, cabins, and classroom spaces which may include the making of the beds, vacuum carpets, mopping floors and/or sweeping, dusting the rooms, cleaning bathrooms, vacuum hallways, and more as per Bark Lake Standards.
- Removal of trash and properly separating of recycling.
- Wash and fold linens when necessary.
- Be ready to take on other tasks as assigned.
- Maintain a neat and tidy cart and linen/cleaning closet.
- Working with cleaning chemicals.
- Be involved in daily cleaning tasks that go beyond regular cleaning of rooms such as changing pillow protectors, bedspreads, etc., as assigned.
- Preparing site for corporate functions including weddings, events, and conferences.
- Report maintenance problems and safety hazards immediately.
- Prompt reporting of all lost and found items.
- Maintain a working knowledge of the Health and Safety standards
- Ensure compliance with fire and emergency procedures.
- Perform other duties as assigned by the Management.

## Qualifications and Skills

- Experience in housekeeping and laundry is an asset, but onsite training will be provided.
- Knowledge of WHMIS principles (certification is required – on site training can be provided).
- Has a valid G2 or G license and clean driver license.



- Reliable, ambitious, and self-motivated.
- Able to work with minimal supervision, as well as be an active team player.
- Demonstrate the ability to carry out significant amounts of lifting, bending, and stretching.
- Detail oriented, has the ability to take initiative, with good organizational skills.
- Be able to provide outstanding customer service to all guests.
- Enjoy working in a fast pace, indoor and outside environment.
- Be able to work a flexible schedule, including evenings, weekends, and holidays.
- Able to submit an acceptable Police Record Check.
- Current Standard First Aid is an asset.
- Able to work under pressure.
- Sense of humour.

### Compensation:

Hourly rate is minimum wage: (30 – 40 hours per week).

On-site living arrangements are negotiable (based on shared accommodations) – please list this option in your cover letter if required. No pets on site!

### Length of Contract:

April 3<sup>rd</sup>, 2018 - October 31<sup>st</sup>, 2018

*Possibility for contract extension based on performance*

### Application Process

1. Submit your resume, cover letter and references to:  
Angie Grant - Housekeeping Manager  
Bark Lake Leadership and Conference Centre  
1551 Bark Lake Dr., Irondale, ON K0M 1X0  
Email: [angie@barklake.com](mailto:angie@barklake.com)
2. Applications will be reviewed by the Housekeeping Department. Successful candidates will be invited to interview. Only those selected for an interview will be contacted.

Do YOU have what it takes to join THIS team?

Bark Lake Leadership and Conference Centre is committed to workplace diversity and provides accommodations, whenever possible, to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Bark Lake at 1-888-517-9999 or email [maria@barklake.com](mailto:maria@barklake.com).