



POSITION POSTING

TITLE: Housekeeper
REPORTS TO: Housekeeping Supervisor
DEPARTMENT: Housekeeping

DUTIES & RESPONSIBILITIES

Bark Lake Leadership and Conference Centre began as the Ontario Camp Leadership Centre at Bark Lake in 1948. Now privately owned by Columbia International College, Bark Lake continues to be the forerunner in Outdoor Education and in providing unforgettable experiences. We provide educational programming to school groups, organizations, corporate leaders, and experiences to our wedding guests and cottagers. We are currently looking for a **Housekeeper** to join our team!

Duties and Responsibilities include, but are not limited to:

- Ensure all assigned areas are kept at the highest cleaning standard in order to provide a comfortable experience for guests and employees
- This involves, but is not limited to:
 - Cleaning and disinfecting rooms, cabins and public washrooms
 - Floor cleaning (vacuuming, sweeping, mopping, etc.)
 - Disposing of trash and recycling
 - Dusting and polishing of wooden surfaces and furniture
 - Washing, drying and folding linens
- Complete all tasks in a professional and timely manner
- Communicate with the Housekeeping Manager for needed advice, product information and quality assurance guidance
- Respond promptly, courteously and appropriately to staff requests for services
- Prepare site for corporate functions and events
- Provide outstanding guest service to guests
- Must comply with all health and safety policies in accordance with all laws

Job Specific Skills:

- Experience in housekeeping and laundry is an asset, but onsite training will be provided
- Knowledge of WHMIS (GHS) principles

Physical Requirements:

- Ability to carry out significant amounts of lifting, bending and stretching
- Ability to stand and walk for extended periods of time
- Capable of lifting up to 25 lbs. or 10 kgs. for short periods of time as required by daily operations

Additional Requirements:

- Valid G2 or G license
- Reliable, ambitious, and self-motivated
- Ability to work with minimal supervision, as well as be an active team player p