



Company: Painted Boat Resort Spa & Marina

Job Level: Front-line – Housekeeping Villa Attendant

Job Type: Full Time & Part Time

Job Address: 12849 Lagoon Rd, Madeira Park, V0N 2H1

Job Status: Permanent

Job Description:

A memorable experience for our Guests is the essence of being a member of the Painted Boat Resort team. As a Housekeeping Villa Attendant, your attention to detail will show your co-workers and our guests that you are committed to providing outstanding Guest experiences. The energy and enthusiasm you display will create a fun and enjoyable place to work, while keeping in accordance with Health & Safety and Resort standards. Our Attendants are responsible for ensuring a positive Guest experience through physical and aesthetic guest comfort.

In addition to the duties, the Housekeeping Villa Attendant will support the laundry facilities with their daily duties as required. We are proud of our strong reputation of great customer service, and this guides us with everything we do.

- Organize and maintain assigned duties on a daily basis to meet demand in a timely manner
- Ensure all equipment is maintained in good working order in order to maximize efficiency
- Report any maintenance issues to Housekeeping / Maintenance Manager/s
- Maintain a clean and safe work environment / area at all times
- Conduct daily cleaning of resort facilities as assigned
- Preparation of guest villas to the standards, guidelines implemented at the property
- Cleaning and sanitizing in accordance with COVID-19, industry standards
- Assist with inventory as required including inventory count
- Anticipating and responding to customers' queries, concerns, and complaints.
- Ensure there is no cross contamination with soiled / clean linens, working in a safe manner in vacant dirty guest villas
- Perform laundry duties as assigned
- Securing building at end of day, ensuring equipment is not left operating unattended
- Delivering guest requested items to the door of villas when occupied
- Tracking of internal billing requirements (time / items prepared for SPA / Restaurant / Strata)
- Communicating with co-workers and managers daily of updates and/or information
- Assisting all departments with communication from guests and other employees
- Assist in the training and support of new team members



Job Requirements/Qualifications:

- Morning & weekend availability
- Demonstrate time management skills
- Excellent visual acuity and manual dexterity
- Physical stamina & mobility including ability to reach, kneel, bending, moving up & down stairs
- Ability to lift, push and pull required load (20 lbs.)
- Knowledge of cleaning and sanitation products, techniques, and methods
- Knowledge of cleaning sensitive materials & wearing of PPE
- Organizational and time management skills
- Personable disposition with a knack for customer service

Competencies:

- Strong guest focus – exceptional customer service skills, maintains professionalism with members and peers
- Excellent communication skills
- Strong interpersonal skills – approachable and creates a positive environment
- Ability to work independently and in a team environment
- Ability to be standing for long periods of time
- Drive on site electric vehicles if required
- Self driven – strong work ethic and takes pride in their work
- Organized and detail oriented – strives for high quality in their work
- Punctual and reliable – can always be counted on
- Team focused – collaborates and communicates with peers positively
- Ability to assist in other departments as required /assigned
- COVID-19 precaution(s):
- Personal protective equipment provided
- Social distancing guidelines in place
- Access to work areas restricted
- Sanitizing, disinfecting, or cleaning procedures in place

Recommended Training:

- BSAFE - BC Safety Assured for Everyone

Job Application Process:

Must be legally entitled to work in Canada.

Apply to employment@paintedboat.com