Housekeeping Manager

Pomeroy Inn & Suites Grande Prairie

Job ID
10122

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LOCATION	DATE POSTED	EXPIRY DATE
7201 99 St, Clairmont, Clairmont, AB| Alberta	09-07-2026	05-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $25.00 to $33.00 per hour	2 years to less than 3 years	No degree, certificate or diploma

Job Details

Housekeeping Manager
Pomeroy Inn & Suites Grande Prairie
7201 99 St, Clairmont, Alberta T8X 5B1
Posted On: June 11, 2026
Employment Type: Full Time - Hourly
Pay: $25.00 to $33.00 per hour
Number of Vacancies: One (1)

Achieving Excellence
As a Housekeeping Manager, you have the authority to exceed guest expectations through the mentorship of your people; by creating “picture-perfect” guest experiences throughout the hotel. Your role is crucial because you are pivotal in the guest’s first impression of the hotel and your team’s success. From cleaning the hotel lobby right through to cleaning guest rooms, the guest’s first impression of cleanliness is a powerful and lasting one.
Key Focuses
• Visible in operations throughout the day; supporting quality first impressions at the front desk, lobby, and guest entrance.
• Mentors and ensures that their team is creating “picture-perfect” guest experiences to ensure optimal first impressions.
• Develops and maintains positive working relationships and communication with all departments and team members, supports the hotel and each team within it to reach their goals.
• Manages all aspects of the Clean Team, including staff supervision, inventory control, and performance management.
• Conducts regular inspections to verify compliance with established procedures and quality guidelines.
• Provides direct reports with the resources, training, direction, coaching, and feedback required for their continuous development.
• Creates schedules that meet peak demand periods while delivering budgeted labour costs. Manages expense lines within budgeted parameters.
• Provides commentary on the performance of their area(s) daily, weekly, monthly, quarterly, and annually.
• Supports recruitments; maintains a work environment and processes that attracts and retains quality employees.
• Executes assigned deliverables in a manner that requires little or no follow-up; both in terms of timeliness, scope, and quality.
• Ensures compliance with safety regulations and provides training on safety protocols and ensures staff follows proper

handling and storage of cleaning chemicals and equipment.
• Uses problem-solving and interpersonal skills to solve guest issues and complaints effectively.
• Champions all emergency procedures for the hotel to protect the privacy and security of guests, themselves, and colleagues.
• Communicates, interacts, behaves, and empowers their team in supporting the Core Value of Honesty: Honesty in action is doing what you commit to do in the manner you commit to doing it.
• Builds a collaborative workplace, supporting the Core Value of Family: Relationships are rooted in trust, honesty, respect, and gratitude. One member's success is the success of all in our family.

Experience/Passions/Education
• Minimum of 2–3 years of supervisory or leadership experience in housekeeping within a hospitality environment.
• Excellent listening, communication, and multi-tasking skills.
• Technically Proficient.
• Strong communication and interpersonal skills.
• Attention to detail and pride in a quality job done well.
• Experience with renovations is considered an asset.

Amazing Perks
• Competitive wages and Health and Wellness benefit plan.
• Paid on-the-job training with additional learning opportunities.
• Growth and development opportunities, both personal and professional.
• Annual Performance Feedback Meetings with merit-based increase.
• Personal days: 5 per year after 90 days of continuous full-time employment.
• Pomeroy Stay Travel Program.
• Recognition Program.
• Incentives - subject to change based on Company needs
• Cell Phone Allowance.
• Engaging Work Environment.
• Work Life Balance.
• Community & Event Access.
• Access to Golf Membership locally based on location.
• Quarterly bonuses - subject to change

Hourly Pay Range
Starting at $25.00 to $33.00 per hour, 30-40 hours per week.

Working Conditions
This position may work long days and/or weekends to meet periodic upturns in business demands or meet deadlines. This position is set in a fast-paced environment that requires continuous physical movement and the ability to manage multiple sequences and demands. This position will require periods of independent work and the ability to lift up to 30 lbs.

About Pomeroy Lodging
Pomeroy Lodging is Western Canada's leader in hospitality and lodging. Driven to meet every need, we own and operate a comprehensive range of hotels and resorts throughout the West. Our investment goes well beyond the walls of our hotels and the land we build on. Pomeroy Lodging is committed to investing heavily in our people, properties, and communities.
To apply please go here https://pomeroylodging.talentnest.com/en/posting/237708

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