Executive Housekeeper

Super 8 Truro by Wyndham

Job ID
10253

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LOCATION	DATE POSTED	EXPIRY DATE
85 Treaty Trail, Millbrook, NS| Nova Scotia	24-07-2026	20-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 19.64	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Title: Executive Housekeeper
Employer details: Super 8 Truro by Wyndham

Job details:
Location: 85 Treaty Trail Millbrook, NS, B6L 1W3
Work location: On site
Salary: 19.64 hourly / 32 hours per week
Terms of employment: Permanent employment, Full time
Early morning, Morning, Day, Evening, Night, Weekend, Overtime available
Starts: As soon as possible
Vacancies: 1 Vacancy

Overview:
Languages
English

Education:
Secondary (high) school graduation certificate

Experience:
1 year to less than 2 years

On site:
Work must be completed at the physical location. There is no option to work remotely.

Responsibilities:
Tasks:
Select and purchase equipment and supplies.
Plan and co-ordinate activities of housekeeping supervisors and crews.

Co-ordinate inspection of assigned areas.
Supervise staff.
Ensure that safety standards and departmental policies are met.
Maintain financial records.
Prepare budgets and payrolls.
Supervise maintenance and repair services.
Co-ordinate maintenance and repair services.
Maintain inventory of supplies, equipment and uniforms.
Schedule and assign duties of housekeeping staff.

Additional information:
Work conditions and physical capabilities
Fast-paced environment
Tight deadlines
Attention to detail

Employment groups:
This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities
Support for newcomers and refugees
Support for youths
Support for Veterans
Support for Indigenous people
Support for mature workers
Supports for visible minorities

Who can apply for this job?
The employer accepts applications from:
Canadian citizens and permanent or temporary residents of Canada.
Other candidates, with or without a valid Canadian work permit.

How to apply:
By Direct Apply

Additional ways to apply:
By email:
super8trurojobs@gmail.com

By mail:
85 Treaty Trail
Millbrook, NS, B6L 1W3

In person:

85 Treaty Trail

Millbrook, NS, B6L 1W3

Between 12:00 p.m. and 05:00 p.m.

Job Description

Select and purchase equipment and supplies.

Plan and co-ordinate activities of housekeeping supervisors and crews.

Co-ordinate inspection of assigned areas.

Supervise staff.

Ensure that safety standards and departmental policies are met.

Maintain financial records.

Prepare budgets and payrolls.

Supervise maintenance and repair services.

Co-ordinate maintenance and repair services.

Maintain inventory of supplies, equipment and uniforms.

Schedule and assign duties of housekeeping staff.

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