Executive Housekeeper

Job ID
9994

Everclean Facility Services Ltd.

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LOCATION	DATE POSTED	EXPIRY DATE
3450 Uptown Blvd, Victoria, BC| British Columbia	23-06-2026	20-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26.41	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

COMPANY OPERATING NAME: Everclean Facility Services Ltd.

Everclean Facilities Services is a trusted provider of comprehensive facility management solutions, dedicated to maintaining clean, safe, and welcoming environments for our clients throughout Victoria and the surrounding region.

Executive Housekeeper (NOC 62021)
The Executive Housekeeper is responsible for managing the full operations of the housekeeping department across assigned sites. This role plans and coordinates the activities of housekeeping supervisors, and frontline cleaning staff ensuring compliance with Everlean Policies and Procedures, client standards, and health and safety regulations.

TERMS OF EMPLOYMENT: Permanent Full-time (40hrs per week) position

What We Offer
Benefits: Medical Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Paid Holidays

Language of work: English

Contact information: Please send your resume and cover letter to HR@evercleanfs.com

Job Description

Operational Planning & Leadership (80% Time Spent)
-Manage the day-to-day operations of the housekeeping department, ensuring service delivery meets or exceeds client and company standards.
-Plan, coordinate, and oversee the activities of housekeeping supervisors, lead hands, and their crews across assigned sites/shifts.
-Conduct routine and ad-hoc inspections of all areas (floors, stairways, carpets, washrooms, lobbies, offices, common areas) to ensure departmental standards, contractual obligations, and health and safety regulations are being met.
-Develop, implement, and continuously improve cleaning procedures, checklists, and quality assurance programs in

alignment with Policies and Procedures.
-Lead departmental meetings, daily huddles, and toolbox talks; ensure consistent communication of priorities, changes, and safety information.
-Perform supervisor or lead hand duties on a relief basis to ensure departmental coverage during absences or peak demand.
-Step in to perform cleaning and maintenance tasks during staff shortages or to ensure timely completion of critical work.
-Hire, onboard, train, mentor, and supervise housekeeping staff at all levels.
-Set clear performance expectations, conduct performance reviews, and manage progressive discipline in partnership with HR.
-Build a positive, respectful team culture; handle stressful situations calmly and maintain a constructive attitude.
-Identify skill gaps and coordinate ongoing training (WHMIS, equipment use, chemical handling, infection prevention, customer service).

Scheduling, Budget Inventory & Administration (20%)
-Prepare and maintain employee schedules; arrange replacements in cases of absence and approve shift changes.
-Assign and direct daily work; ensure tasks delegated to supervisors and lead hands are efficiently completed.
-Maintain accurate financial and operational records; prepare and submit, timesheets, and task sheets.
-Complete reports as requested by the Operations Manager (productivity, labour hours, incidents, quality audits, client requests).
-Discuss concerns, escalations, and improvement opportunities with the Operations Manager.
-Manage the housekeeping department budget; monitor labour, supplies, and equipment costs against targets.
-Maintain equipment by ensuring cleaning, lubrication, and replacement of items such as filters, vacuum bags, and belts; ensure team reports maintenance issues and safety hazards promptly.

Ad Hoc Responsibilities:
-Performs other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

Education
-Completion of secondary school is required
-Bachelor’s Degree, college diploma or vocational certificate in facilities management, business administration, hospitality or related field is preferred

Experience
-2-5+ years of progressive experience in janitorial services, facilities management, or related service industry
-Demonstrated leadership experience managing teams and operations
-Proven track record of supervision, scheduling, and operational planning

Skills & Competencies
-Strong organizational and time management abilities
-Excellent communication and interpersonal skills
-Problem-solving mindset with ability to make sound decisions under pressure
-Proficiency with scheduling software and MS Office applications
-Ability to prioritize tasks for self and others and to assign and direct work across multiple shifts/sites.

-Ability to attend work on a regular, ongoing, consistent basis.
-Strong working knowledge of cleaning chemicals, equipment, floor care (sweeping, vacuuming, shampooing, dry/wet mopping, auto-scrubbing, burnishing, refinishing), and infection prevention practices.
-Ability to follow and enforce all health and safety policies and procedures related to housekeeping practices.
-Ability to understand, implement, and train staff on all policies and procedures relating to the cleaning work performed.
-Ability to keep detailed records and produce clear, accurate reports.
-Must be able to communicate effectively, both orally and in writing, in English.
-Must be able to lift and operate cleaning materials, supplies and equipment, such as brooms, mops, auto-scrubbers and auto-burnishers.
-Must be able to perform repetitive motions to clean floors, walls, ceilings, fixtures, countertops, sinks, toilets, and all other equipment.
-Must be able to stand and walk for prolonged periods.
-Must be able to lift up to 23kg.

Assets
-Occupational First Aid / Safety Training
-Bloodborne Pathogens / Infection Prevention training
-Valid BC Driver's Licence (for multi-site travel)
-Aerial Boom Lift Certificate
-WHIMS Certification
-Experience in healthcare, hospitality, education, or commercial facility environments

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