



Position: Supervisor, Housekeeping

Full-time, Seasonal

On Location, 383 Keltic In Road, Ingonish NS

\$17.50-19.50/Hourly

Who we are: Keltic Lodge is a historic resort located in the heart of Cape Breton Highlands National Park overlooking the Atlantic Ocean. Just 2 hours from Sydney, NS, and a 5 hour drive from Halifax, the resort has been welcoming guests to Cape Breton, Nova Scotia since July 1940.

What we offer:

- Competitive wages and bonuses
- Discounted green fees at Cape Breton Highlands Links, Subsidized staff accommodations and meals, staff discounts on branded merchandise and select local attractions
- Training and development to support personal & professional growth
- Career advancement opportunities within the company
- A fun place to work with an amazing team & company culture!

Monetary Bonus - An additional bonus of \$2 per hour for each hour worked will be provided to all employees after October 31st, 2023 who:

- a) Work a minimum of 500 hours for the season between May and October and
- b) Work until at least the first Saturday of September 2023
- c) Must adhere to GolfNorth and Keltic Lodge policies

Returning employees for the 2024 season will be eligible for the same \$2 per hour bonus structure for the 2024 season, plus an additional \$500 as a returning employee bonus.

Essential Duties (but not limited to):

- Assist in supervising the day to day operations of the housekeeping department, providing daily oversight, training and guidance
- Perform regular inspections of common areas and guest rooms for sanitation, order, safety and proper performance of assigned duties, reconciling end of day tasks and audit of damages/deficiencies and proper management of lost and found items

- Clean all aspects of the guest room, including beds, furniture, bathroom, carpet, garbage removal etc., ensuring linen and bedding are up to hotel standards and rooms are fully stocked with amenities
- Ensure that Housekeeping and Laundry attendant staff follow established safety regulations in the use of equipment and supplies at all times
- Spot check storage rooms, utility and janitorial closets, etc., for upkeep and supply control
- Working closely with the Housekeeping Manager and other Team Leads to ensure sufficient planning for Housekeeping and Laundry services and activities
- Ensure that Guest Room status is communicated to the Front Desk in a timely and efficient manner
- Other duties as assigned by Housekeeping Manager

Qualifications:

- Professional English proficiency to communication in English work environment
- Accuracy and speed in executing assigned tasks
- At least 12 months experience in housekeeping or related professional area
- Past supervisory, leadership experience

Keltic Lodge at the Highlands is owned and operated by GolfNorth Properties Inc., located at 400 Golf Course Road, Conestoga, Ontario.

For more information about our company and golf courses, visit golfnorth.ca. Keltic Lodge at the Highlands is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We encourage all qualified individuals to apply, including individuals from under-represented groups: Indigenous persons, vulnerable youth, newcomers, and persons with disabilities.

Apply: Please send your cover letter and resume to Anna Belz, Talent Manager, at careers@kelticlodge.ca. Please include "Supervisor, Housekeeping" in the subject line.