

# HOLLYHOCK

**Position:** General Housekeeper

**Reports to:** Housekeeping Manager and Crew Chief

**Employment Date:** May - October 2019

**Hours and Location:** Cortes Island, part-time hours (average 8-24 hours/week)

**Wage:** Based on Experience, starts at \$15/hour

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## ABOUT US

**Hollyhock exists to inspire, nourish, and support people making the world better.** From our humble beginnings in 1982 as a project of Greenpeace founders and human potential movement leaders, Hollyhock has been transforming North American society for over 37 years. Hollyhock catalyzes connection, personal growth, and progressive social change. We run about 100 programs and conferences per year on our Cortes Island campus and in Vancouver, BC.

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## ABOUT THE ROLE

General Housekeepers are needed on our busy turnover days to help with cleaning and making rooms for arriving guests. Duties include cleaning bathrooms and surfaces of room, dusting, sweeping, vacuuming, making beds, loading golf cart with clean bedding and with dirty laundry and garbage/recycling after rooms are cleaned. Helping clean up housekeeping department at end of day.

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## ABOUT YOU

You are fast-paced, hard-working, and work strongly in both independent and team environments. Most importantly, you have a positive attitude and willingness to learn!

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## KEY RESPONSIBILITIES

- Cleaning Rooms
- Making Beds
- Loading and unloading of supplies
- Garbage and Recycling
- Reporting maintenance needs and lost items to crew chief or manager

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## QUALIFICATIONS

- Able to move and think quickly
- Good at multi-tasking
- Able to lift 40lbs and be on your feet moving for up to 8 hours
- Good Memory, good eyesight, attention to detail
- Positive Attitude

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## APPLY

This position is open until it is filled. Please get your application in as soon as possible.

To apply, send your cover letter and resume to [shirley@hollyhock.ca](mailto:shirley@hollyhock.ca)

Please note: only short-listed candidates will be contacted.

Hollyhock is committed to creating a fair and respectful environment that protects and promotes human rights. Hollyhock believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.