

HOLLYHOCK

Position: Lead Housekeeper

Reports to: Guest Services Manager

Employment Date: April - October 2021

Hours and Location: Seasonal, on Cortes Island

Wage: \$18/hour

ABOUT US

Hollyhock exists to inspire, nourish, and support people who are making the world better. We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, Homalco Nations; and as the current stewards of this land, we are committed to renewing our relationships with these First Nations peoples.

Our campus boasts rustic accommodations, vegetarian buffet meals with local seafood, yoga, bodywork, a world-famous garden, hot tubs, and network of nature trails through towering cedar and douglas fir trees. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe 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. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Hollyhock Housekeeping team are organized and efficient in the cleaning and preparing the rooms for arriving and departing guests from the Hollyhock programs.

The Lead Housekeeper works closely with the Guest Service Manager to streamline the efficiency of this department. Tasks include day-to-day cleaning of facilities, laundry, restocking of supplies, and room turnovers. You will direct, support and supervise a team of housekeeping staff and volunteers on our Arrival/Departure days to prepare rooms for arriving guests.

Housekeepers are responsible for following all safety guidelines set out in the Hollyhock Covid-19 Safety Plan to ensure a safe environment for guests & staff. These guidelines include cleaning & hygiene, physical distancing and wearing a mask or other PPE when appropriate.

KEY RESPONSIBILITIES

- Leading staff daily including motivation and accountability
 - Daily task and scheduling support
 - Day to day cleaning of rooms and facilities
 - Close connection with Guest Services Manager for guest details and room availability
 - Housekeeping Campus contact when the Manager is away
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QUALIFICATIONS

- Leadership skills
 - Able to move and think quickly independently
 - Good at multitasking
 - Able to lift 18 kg (40 lbs) and be on your feet moving for up to 8 hours
 - Good Memory, good eyesight, attention to detail
 - The successful candidate must be legally able to work in Canada and enjoy living in a remote setting
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APPLY

Please apply using the online form at hollyhock.ca/jobs
You will have an opportunity to upload your resume and cover letter.

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.