

HOLLYHOCK

Position: Housekeeping Supervisor

Reports to: Guest Services Manager

Employment Date: March 2025-November 2025

Hours and Location: Seasonal, full time hours on Cortes Island

Starting Wage: \$27/hour

ABOUT US

Community, connection and impact are the foundation of Hollyhock, through each uniquely curated gathering or program. Our vision is a living and loving planet for all, we nurture inspired leadership through collective and immersive experiences, through renewing people's connections to themselves, one another, and the natural world.

At Hollyhock, staff really care about each other. Season after season, staff consistently report that one of the best things about their work is the relationships they build with their colleagues.

We believe that our staff must reflect the diversity of the communities we serve. 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 is organized and efficient in the cleaning and preparing of rooms for arriving and departing guests from Hollyhock programs. This team has a strong knowledge of the campus and is able to assist in guest inquiries when out on the grounds.

The Housekeeping Supervisor works closely with the Guest Services 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 on our Arrival/Departure days to prepare rooms for arriving guests.

Housekeepers are responsible for following all safety guidelines set out in the Hollyhock Safety Plan to ensure a safe environment for guests & staff.

KEY RESPONSIBILITIES

- Planning and executing campus turnovers by organizing, leading staff and turning over rooms

HOLLYHOCK

- Day to day leadership including motivation and accountability
 - Daily task and scheduling support
 - Cleaning of rooms and facilities
 - Maintain inventory of and ordering supplies including linens and cleaning products
 - Close connection with Guest Services Manager and Guest Services team for guest details and room availability
 - Housekeeping Campus contact when the Manager is away
 - Strong knowledge of the campus, friendly and capable of supporting guest inquiries
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QUALIFICATIONS

- Previous Leadership skills ideally in a supervisory role
 - Previous experience housekeeping in a busy environment
 - Good at multitasking
 - Able to lift 18 kg (40 lbs) and be on your feet moving for up to 8 hours
 - Physical ability to carry out the duties of the position
 - 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.

Or

Directly email Jodi your cover letter and resume at:

jodi@hollyhock.ca

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