



## Job Posting – Housekeeper

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### About Us

Located in the winter wonderland of Revelstoke, British Columbia, Eagle Pass Heli strives to provide remarkable, unparalleled experiences to our guests and staff. We are an efficient team of like-minded individuals found happiest in the mountains, fulfilled by small town living, and are always seeking the next pursuit. We pride ourselves on providing a workplace that is supportive, safe, entrepreneurial in spirit, and most importantly fun.

### Job Overview

The Lodge Housekeeper is responsible for all housekeeping and cleaning requirements during their shift. They adhere to high standards of detail and quality to provide the best experience for lodge guests and staff alike by maintaining a clean and safe work environment. They lead by example and address all situations in a professional manner. The Lodge Housekeeper diligently creates and follows procedures that ensure an impeccable level of cleanliness throughout the entire building.

### Employment Details

Type:	Full time or Part time, seasonal
Contract Date:	For the 2024/25 winter season
Reports To:	Director of Hospitality & Lodge Operations
Compensation:	Based on experience Tips and Gratuities
Vacation:	Paid out each paycheque
Benefits:	EPH Staff Uniform Staff Heli-Skiing (1 day guaranteed, additional days based on performance) Discounts with EPH suppliers and partners Paid training, staff meal, and breaks
Work Location:	Primary: Eagle Pass Lodge, 1467 Highway 23 South, Revelstoke May include Daybase and Office locations on occasion
Physical Demands:	A moderate level of physical stamina and mobility required including ability to reach, carry, kneel and bend May require the ability to lift up to 30 lbs Standing for long durations

### Roles and Responsibilities

- Follow directions from the Management Team as a team player to complete all required tasks
- In-depth knowledge of cleaning supplies usages, WHMIS and proactively seek out additional knowledge if unsure



- Follow daily, weekly and monthly checklists for cleaning and maintenance as required
- Clean corridors, lobbies, stairways, guest rooms and lounges
- Organize work schedule from the room status list, arrivals and departures
- Follow the most effective process for laundering all linens and ensure all guest items are treated with care at all times
- Distribute linen, towels and room supplies
- Store all dirty laundry in line with company policy
- Check that all appliances in rooms are in working order
- Realign furniture and amenities according to the prescribed layout
- Respond to guest queries and requests
- Restock and refill room items as needed following layout expectations
- Organize and restock the cleaning supplies buckets at the end of the shift
- Ensure confidentiality and security of guest rooms
- Follow all company safety and security procedures
- Report any maintenance issues, room damage or safety hazards to management
- Review the communication log at the start of the shift and complete it at the end of the shift

#### **Key Skills and Proficiencies**

- Knowledge of cleaning and sanitation products, techniques and methods
- Ability to take direction and criticism in a constructive manner
- Excellent time management skills & the ability to take ownership of tasks to ensure accurate completion
- Previous housekeeping experience of 1-2 years an asset

#### **To Apply**

Please send all resumes to [hr@eaglepassheli.com](mailto:hr@eaglepassheli.com). Resumes will be accepted until a successful candidate has been found. Thank you for your interest in working with us, however, only qualified candidates will be contacted for an interview.

*Eagle Pass Heliski is an equal opportunity employer. We evaluate qualified applicants without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin disability, veteran status, and any other legally protected characteristics.*

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