



## THE GABLES OF PEI RESORT AND RESIDENTIAL COMMUNITY

STANLEY BRIDGE, PE

### Employment Opportunity

**Job Description:** Housekeeping Attendant

#### Summary

Housekeeping Team members are essential to the success of the hotel's operations, allowing us to provide our guests with accommodations that consistently exceed their expectations.

#### Primary Responsibilities

- Providing exemplary customer service by meeting our four service promises: engaging each guest; providing enthusiastic, friendly service; anticipating guest needs; and taking ownership.
- Perform daily housekeeping services in both: assigned units, and common areas, in a timely manner to standard.
- Ensure all kitchen inventory is accounted for and replaced/reported.
- Updating and prioritizing rooms to be cleaned.
- Annual Deep Cleaning units, including assisting with moving furniture, high dusting, full clean of unit.
- Noting and reporting inventory shortages or damages to the Manager of Housekeeping.
- Responsible for stocking and maintaining a clean/organized working environment at all times – this includes the linen lock-up, housekeeping carts and vacuums, etc.
- Responsible for assisting in the removal of trash, recyclables and dirty linens as seen fit or directed.
- Assist other housekeeping employees in maintaining clean and organized working and public areas.
  
- Must have weekend availability.

#### Qualifications

- **Team Player;** necessity.
- Detail Oriented Individual- the Devil's in the deets!
- Reliable; personal transportation is an asset.
- Able to meet the physical demands of the job, including: Some heavy lifting – Must be able to lift up to 20 lbs throughout the day.
- Proven ability to work under tight time demands; great with time management.
- Ability to maintain a positive attitude at work, as well as share the good vibes with all other coworkers, and guests at The Gables.
- Loves customer service, with proven ability to interact with guests in a professional, yet welcoming way.
- Previous experience in housekeeping an asset.

**To apply, please forward your up to date resume and cover letter to [jobs@thegablesofpei.com](mailto:jobs@thegablesofpei.com)**