

Job title	Raven Haven Housekeeper
Reports to	Raven Haven Site Supervisor
Next Level Manger	Manager of Recreation

Job Summary

The Housekeeper is responsible to:

Duties and Responsibilities**1. Clean Cabins after Check-out:**

- Strip and wash bedding
- Clean under mattresses and flip mattresses periodically
- Make beds with clean linens
- Sweep and wash floors
- Clean windows
- Clean and sanitize all counters, sinks and surface areas
- Make sure all dishes and appliances are cleaned and put away
- Clean and/or wash furniture
- Ensure the cabin is ready for our next check in
- Sweep Decks and keep tidy and free of spider webs etc.
- Empty garbage cans and clean
- Clean barbeques and utensils
- Complete inventory check of cabin items

2. Campsites:

- Clean up any garbage or belongings left behind by previous campers
- Ensure campsite is ready for our next check in

3. Canteen

- Sweep decks
- Water Plant
- Empty the garbage and recycle as required
- Clean all public washrooms and showers as required
- Clean & tidy laundry, storage areas as required

4. Assist in Canteen as Required:

- Take cabin/campground reservations
- Equipment rentals
- Answer phone/emails
- Greet, welcome and check in cabin/campground guests
- Accept payments (cash, debit, credit)
- Prepare and serve food, drinks and snacks
- Follow safe food handling procedures and practices while carrying out canteen duties
- Ensure canteen is maintained in a clean and hygienic manner
- Comply with the Labour Standards Code, Occupational Health and Safety Act and all policies and procedures of the Municipality
- Performing such other reasonably related duties and responsibilities as assigned by senior staff (including Site Supervisor, Recreation Manager or Director of Community Services).

Qualifications

Job Description – **Housekeeper**

Experience and Training

- Minimum Grade 10 education
- Post – secondary training or related work experience preferred
- Standard First Aid
- Current Safe Good Handling certification or willing to obtain
- WHMIS 2015 (training may be provided by employer)

Characteristics / Abilities

- Maintain a positive rapport with the community and staff
- Provide prompt and courteous service
- Wear appropriate clothing and use appropriate safety procedures and equipment
- Be able to work flexible hours
- Have ability to work in a team or independently
- Be able to work well with youth and adults
- Demonstrate strong interpersonal skills and communications skills – both verbal and written
- Display leadership abilities
- Show creativity
- Must provide criminal record background and child abuse registry check

Working conditions

- Proper attire and safety measures must be adhered to (suntan lotion, sunglasses, hat, rain gear etc)
- Due to the nature of the operation and delivery of recreational services, availability to work weekends is required
- It may not be possible to have two days off in a row
- This position may be physically and emotionally demanding and requires an individual who is able to multi-task on a daily basis. It may require lifting heavy objects and repetitive tasks.
- Must have and maintain a valid Nova Scotia Class 5 driver's license and use of a reliable vehicle
- If necessary, mileage for use of own vehicle for County business is paid according to the municipal rate

Direct reports

None

Competencies

Values Diversity -Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Communication - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Citizen Services - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that the person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

Achievement Motivation - Focuses efforts on working well and / or competing against a standard of excellence while achieving high quality results.

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Work Safety - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Duty of Loyalty - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

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CERTIFICATION

<hr/> Employee Signature <hr/> Printed Name Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	<hr/> Supervisor's Signature <hr/> Raven Haven Site Supervisor Supervisor's Title Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
<hr/> Chief Administrative Officer's Signature Date I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.