



Job Description - Housekeeper

About Us

Located in the winter wonderland of Revelstoke, British Columbia, Eagle Pass Heliskiing 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 requirements during their shift. They adhere to high standards of service 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 through the entire building.

Employment Details

- Dates: Dec 1st, 2022, to the end of the season. Paid training the last 2 weeks of November, schedule TDB.
- Type: Full time, seasonal
- Reports To: Director of Sales and Marketing
- Compensation: Based on experience.
- Benefits: Eddie Bauer - EPH Staff Uniform
Staff Heli-Skiing (1 day guaranteed, additional days based on performance)
Discounts with EPH suppliers and partners
Training & Education Subsidies
Paid training, lunch, and breaks.
- Work Location: Primary: EPH Downtown Office, #309 Mackenzie Ave, Revelstoke
Secondary: may include Day base and Lodge locations on occasion
- Physical Demands: Moderate physical stamina and mobility required including ability to reach, carry, kneel and bend
Ability to lift, push and pull required load (up to 30lbs)
Standing for long durations

Roles and Responsibilities

EPH bases our roles and responsibilities on the Driver, Authorizer, Contributor, Informed (DACI) model. The Housekeeper will be expected to fulfil the role as follows.

Primary Responsibilities (Driver)

www.eaglepassheliskiing.com info@eaglepassheliskiing.com

Phone: +1.250.837.3734

Toll Free: 1.877.WAY.DEEP

Post: Box 2555, Courier/Office: 309 Mackenzie Avenue, Revelstoke, BC CANADA V0E 2S1

- Follow direction from 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 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
- Inspect and turn mattresses regularly
- 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 prescribed layout
- Respond to guest queries and requests
- Restock and refill room items as needed following layout expectations
- Organize and restock cleaning bucket 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 communication log at start of shift and complete at end of 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

Please send all resumes to suzi@eaglepassheliskiing.com.

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, color, religion, sex, sexual orientation, gender identity, national origin disability, veteran status, and any other legally protected characteristics.

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