



# Housekeeping Manager- Relocate to Port Hardy, B.C. Full-Time

Port Hardy and North Island  
Port Hardy

Tuesday April 14, 2026

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\$31 - \$40/ hour (58000 to 68000/Yr)

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**Company:** Kwa'lilas hotel

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**Industry:** Tourism/ Hospitality

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**Remote/Camp Based Job:** No

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**How to apply:**

<https://ca.indeed.com/job/housekeeping-manager-relocate-port-hardy-bc-7b5bb41880c7603c>

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**Expiry Date:**

Tuesday, April 28, 2026

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**Details:**

•Hiring and training staff •Developing staff schedules •Purchasing cleaning supplies and equipment •Working with hotel guests who have specific housekeeping needs. •Coordinating housekeeping needs with other hotel department managers •Performing cleaning tasks when staff don't show up for work or the team is shorthanded. •checking for faults or damage and arranging repairs and routine maintenance work •managing budgets and controlling costs, productivity reports, Linen inventories etc. •adhere to Choose standards and ensure all staff follow this procedure. •Lead and manage the day-to-day operation of the department and ensure service standards are followed. •Address guest concerns and react quickly, logging and notifying proper departments as required. •Conduct regularly scheduled departmental meetings. •Manage the departmental budget in a fiscally responsible manner. •Oversee the recruitment and training of all Housekeeping Colleagues •Balance operational, administrative and Colleague needs •Follow departmental policies and procedures. •Report necessary maintenance items •Follow all safety and sanitation policies. •Other duties as assigned.

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**Qualifications & Experience:**

•Minimum 2 years of housekeeping management experience required. •Previous leadership experience required. •Computer literate in Microsoft Windows applications preferred. •University/College degree in a related discipline an asset •Excellent communication and organizational skills •Strong interpersonal and problem-solving abilities •Highly responsible & reliable •Ability to work cohesively

as part of a team. •Ability to focus attention on guest needs, always remaining calm and courteous

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