

**Echo Valley Ranch & Spa** located in Jesmond, in BC's scenic Cariboo Chilcotin Coast - is looking for that 'special' person to fill the position of **Live-in Housekeeper** for our upcoming season. We are a seasonal operation offering employment from **ASAP until October 31, 2018**. We are seeking a passionate hospitality professional with a proven record for service excellence, leadership and team development.

Echo Valley Ranch and Spa is an award-winning guest ranch in the Cariboo Mountains. Our entire staff lives at the ranch, and is part of our family for the whole season. Echo Valley is more than a hotel, it's our home. We care about people and the environment, and make every effort to keep our precious land as natural as possible. Echo Valley is a Gold Member of Green Tourism Canada, and we make every effort to not just talk the talk, but also walk the walk.

The housekeeping Attendant position interacts with guests frequently. It is imperative that the housekeepers are friendly, patient and demonstrate a high degree of customer service in all situations. Housekeepers are responsible for cleaning guest rooms and maintaining cleanliness standards in all assigned cleaning areas. They have to be able to work as part of a team, or alone.

**Responsibilities and Essential job Functions include, but not limited to the following:**

- Work alongside Head Housekeeper (Supervisor) - in the day-to-day operation of the department, ensuring service standards are followed.
- Consistently offer professional, friendly and engaging service
- Handle Guest complaints and follow through on required actions
- Maintain an up-to-date and accurate list of supplies on hand
- Inform supervisor when supplies are running low
- Cleaning of all common areas that may be assigned including:
  - Common restrooms
  - Lobby
  - Common lounges, and laundry rooms
  - Hallways
  - Furniture and fixtures
  - Stairwells
  - Windows
- Inspect rooms for damages and maintenance problems during cleaning and report any deficiencies appropriately.
- Ensure rooms are properly stocked with amenities
- Expected to clean guest rooms per day to a high standard
- Organize housekeeping supplies prior to leaving at the end of the day
- Other duties as assigned

**Qualifications:**

- Preference given to candidates with Housekeeping and remote living experience
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible and reliable
- Proficient in English (written & verbal), second language is an asset

### **Successful Candidate will:**

- Be a self-starter with a strong work ethic
- Possess a keen eye for detail
- Be physically fit to meet the physical aspects of the position
- Have a passion for guest service and the ability to consistently anticipate guest needs.
- Be respectful and considerate of other staff- work obligations and personal space
- Maintain a cheerful, positive attitude while working in a remote lodge for long periods of time and living very closely with other staff members and guests
- Savor independent living in a remote wilderness setting with limited access to communication or traditional social life
- Have an adventurous spirit
- Have a special appreciation for diverse cultural backgrounds and the wilderness

### **Physical Aspects of Position:**

- Physical aspects of the position include but are not limited to the following:
- Frequent standing and walking throughout shift; Must be able to lift up to 50lbs
- Frequent kneeling, pushing, pulling, lifting; occasional ascending or descending ladders, stairs and ramps

### **Visa Requirements:**

Must be legally eligible to work in Canada.

We are looking for that ' special ' person who has a strong work ethic and truly has a passion for Cleaning and interacting with guests. Who has the unique ability to adapt to both the lifestyle of working and living in a remote location. If this sounds like you please reply. Accommodation and food provided onsite.

Check out our website [www.evranch.com](http://www.evranch.com) for more information about our luxury Guest ranch & spa

### **Application Process:**

Please email resume & cover letter to Kim Anderson at [k-anderson@shaw.ca](mailto:k-anderson@shaw.ca) and indicate "Housekeeper" in the subject

Applicants of interest will be contacted for a telephone interview. Due to the volume of emails only successful applicants will be contacted, I would like to take this opportunity to thank all applicants in advance for their interest.