

# HOLLYHOCK

**Position:** Housekeeping Crew Chief

**Reports to:** Housekeeping Manager

**Employment Date:** May - October 2019

**Hours and Location:** Cortes Island, variable hours, average 24-32 hours/week

**Wage:** Based on Experience, starts at \$15/hour

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## ABOUT US

**Hollyhock exists to inspire, nourish, and support people making the world better.** From our humble beginnings in 1982 as a project of Greenpeace founders and human potential movement leaders, Hollyhock has been transforming North American society for over 37 years. Hollyhock catalyzes connection, personal growth, and progressive social change. We run about 100 programs and conferences per year on our Cortes Island campus and in Vancouver, BC.

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## ABOUT THE ROLE

The housekeeping crew chiefs work closely with the Housekeeping Manager to keep the housekeeping department running smoothly. Job duties include day-to-day cleaning of facilities, laundry, restocking of supplies, and room turnovers. The Crew Chiefs will direct and supervise a team of housekeeping staff and volunteers on our Arrival/Departure days to prepare rooms for arriving guests.

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## ABOUT YOU

You are fast paced, hard working, a good team player. You also work well independently. Most important is a positive attitude and willingness to learn!

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## KEY RESPONSIBILITIES

- Day to day cleaning of facilities
  - Laundry
  - Directing and supervising staff
  - Room turnover
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## QUALIFICATIONS

- Able to move and think quickly
  - Good at multi-tasking
  - Able to lift 40lbs and be on your feet moving for up to 8 hours
  - Good Memory, good eyesight, attention to detail
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## **APPLY**

This position is open until it is filled. Please get your application in as soon as possible.

To apply, send your cover letter and resume to [shirley@hollyhock.ca](mailto:shirley@hollyhock.ca)

Please note: only short-listed candidates will be contacted.

Hollyhock is committed to creating a fair and respectful environment that protects and promotes human rights. Hollyhock believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.