



JOB DESCRIPTION

Housekeeper

Last revision date: September 2023

Summary: Reporting directly to the Housekeeping Supervisor, the duties of the **Housekeeper** include room cleaning, regular maintenance and complete housekeeping. They also perform general building janitorial duties. The incumbent is responsible for keeping living areas clean.

Responsibilities

The duties and responsibilities of the **Housekeeper** position include, but are not necessarily limited to, the following:

- Regular room cleaning;
- Change sheets;
- Daily and weekly housekeeping;
- Keep your cart clean, tidy and full;
- Complies with WHMIS 2015 procedures;
- Ensure that all tasks are carried out safely, and report any incidents or problems immediately. Don't miss out, act now;
- All other tasks as required.

Qualifications and requirements

- Experience in housekeeping;
- Experience in regional or remote labor camps is an asset;
- Previous experience of working in isolated environments in the natural resources and/or construction sectors is considered an asset;
- Be able and willing to travel and work in remote areas on a regular rotation basis.

Skills

- Attention to detail and cleanliness;
- Organizational skills;
- Reliability and punctuality;
- Enthusiasm for challenges and new initiatives.

Working conditions

- Dynamic team;
- Camp environment with a rotating work schedule (21/21);
- Option to work 14/14 rotations available for beneficiaries of the JBNQA;
- Room and board;
- Training, if necessary, in the health and safety and operating protocols and procedures required to be on site.

The above descriptions are intended to describe the general nature of the work to be performed. Additional duties and responsibilities may be required of the incumbent at the company's request.



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