

# HOUSEKEEPING SUPERVISOR

## Student Residences - Summer Jobs



Hours: Full-time, 30-40 hours per week  
Salary: \$19.65 per hour + Accommodations  
Training Dates: April 29 – May 3, 2024  
Contract Date Range: April 29 – August 23, 2024

### Job Description:

Student Residences and Ancillary Operations hires students each year to run a summer hotel operation out of Memorial University's residences for conference groups, sports teams, and individual travelers. These staff report to the Guest Accommodations Coordinator.

The Housekeeping Supervisor will provide support, leadership, and administrative duties in the following areas for the duration of the season, early May through late August. Most shifts will be during the day; however, evening and weekend work may be required. Successful candidates will receive, on average, 30-40 hours of work per week and be provided with accommodations as a taxable benefit in residence for the duration of employment.

### LEADERSHIP:

Task and prioritize room cleaning, bed making, and other duties for the Housekeeping Associates and Monitors. Ensure cleanliness of rooms and beds are at hotel standards, inspect all bedrooms and common spaces daily and provide follow-up as necessary. Inspect rooms and common areas for cleanliness, damages and submit appropriate work orders. Assist Housekeeping Associates in cleaning guest rooms, making beds, changing linen, and stocking linen storage. Determine room allocations for forecasted arrivals.

### ADMINISTRATIVE TASKS:

Liaise with the front desk regarding scheduled arrivals and departures. Liaise with custodial supervisor for cleaning requirements of common spaces and adequate cleaning supplies. Ensure adequate inventory of clean bed and bath linen. Arrange pick-ups and deliveries of laundered linen. Review invoices from the contracted laundry service provider for accuracy. Document, record, and report emergencies, damages, and facility issues as well as any inappropriate behavior by guests.

### OPERATIONS:

Ensure linen is counted, bundled, and laundered on a regular basis. Organize, inspect and inventory linen and storage rooms on a daily basis. Prepare linen and cleaning carts for the start of each shift. Inspect linen regularly and discard or repurpose old or damaged linen. Maintain inventory of guest room amenities and request any needed supplies.

### Job Requirements:

Successful candidates must be currently studying at Memorial or another post-secondary institution, or be provisionally accepted into Memorial for the next immediate academic semester. Students must be in good academic standing. Students must have been registered full-time in the Winter semester and have the intention of returning to full-time studies in the Fall semester. Students must not be registered full-time for Intersession, Summer session, or Spring semester. Students may take courses part-time only if it does not interfere with their work schedule.

Candidates must be knowledgeable about Memorial's St. John's campus, our facilities, and our services. Work experience in hospitality, conferences, and events, tourism, or similar experience that provides the necessary transferrable skills is preferred. Experience in leadership positions and activities is an asset. English proficiency required, multilingualism preferred.

Candidates will be highly motivated, have a strong customer-service orientation, and have a demonstrated desire to exceed customer expectations. Candidates will be detail-oriented and able to meet tight deadlines. This position requires repetitive tasks including bending, crouching and standing for extended periods. The successful candidate must also be able to lift, carry, push, pull or otherwise move items 30-50 lbs. regularly and items 50-75 lbs. on occasion.

**Remuneration:**

Successful candidates will receive \$19.65 per hour, to be paid biweekly in alignment with Memorial University's payroll schedule. In lieu of vacation, employees are paid 4% vacation pay.

**Hours of Work:**

Mainly daytime shifts and will include weekends. Evening shifts may be required.

Example schedule: 8:00 a.m. - 4:30 p.m.

**How to Apply:**

Submit a cover letter, resume, and two references.

**Applications must be received by NOON, Monday, January 22, 2024**

Online: Student Residences Portal  
<https://www.mun.ca/stay/student-jobs/>  
Proceed using your MUN Login

We thank all candidates for their interest; however, only those candidates selected for interviews will be contacted. Interviews will be conducted the week beginning Monday, February 5, 2024.