HOUSEKEEPING ASSOCIATE

Student Residences and Ancillary Operations - Summer Jobs

Hours:	Full-time, 30-40 hours per week
Salary:	$18.65 per hour + 4% vacation pay
Training Dates:	April 27 – May 1, 2026
Contract Date Range:	April 27 – August 28, 2026

This position is not suitable for candidates with regular or lengthy outside commitments between April 27 – August 28, 2026, e.g., holidays, classes, or a second job.

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 travellers. These staff report to the Coordinator, Guest Accommodations.

The Housekeeping Associate will be responsible for the following areas for the duration of the guest season, early May through late August. Shifts will generally be scheduled during the day and will also include weekends. 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 Spring semester.

ROOM PREPARATION:
Clean, dust, mop, and sweep guest rooms. Make beds and change linen. Remove garbage and recycling. Clean sinks, toilets, and showers. Replenish amenities, guestroom supplies, and organize housekeeping carts. Transport and distribute clean bed and bath linens between buildings and floors. Collect and bundle linen for laundry. Inspect rooms for cleanliness or damage, general condition, and report deficiencies. Update housekeeping statuses in the property management system.

GUEST SERVICES:
Attend to requests for extra towels, pillows, or blankets. Deliver mail and notices to guests. Maintain and replace signage. Handle and report lost and found items. Deliver and retrieve items on loan to guests (e.g. irons, fans, fridges, etc.). Assist guests with their luggage when required.

OPERATIONS:
Restock, organize and perform inventory counts on linen carts, linen rooms, and storage rooms. Tidy common areas, rearrange furniture and set up meeting rooms. Load and unload supplies from trucks. Discard, sort, and repurpose old or damaged linens. Launder and fold bed and bath linen, if required.

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, events, tourism, or similar experience that

provides the necessary transferable skills is an asset but not required. English proficiency required; multilingualism is an asset.

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 $18.65 per hour, for scheduled and/or approved hours worked and will be paid biweekly in alignment with Memorial University's payroll schedule. In lieu of vacation, employees are paid 4% vacation pay.

Hours of Work:

Rotational work schedule shared among the team.
Example shift: 9:30 a.m. - 6:00 p.m.
Schedules are generally determined two to four weeks in advance.

How to Apply:

Submit a one-page cover letter and a two-page maximum resume.

Applications must be received by 11:59 PM, Sunday, January 25, 2026

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 16, 2026.

All qualified candidates are encouraged to apply; however, preference will be given to applicants who are legally entitled to work in Canada. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.