



Housekeeping Manager - 2 Vacancies

Description

1. **L&J Neepawa Motel o/a Neepawa Motel** are currently looking for **2** full-time, and permanent **Housekeeping Managers**. (We can consider Part-time as well as full time applicants)
2. **Employer:** L&J Neepawa Motel o/a Neepawa Motel
3. **Job Title:** Housekeeping Manager
4. **Terms of Employment:** Permanent, Full-Time
5. **Work Location:** Po Box 1622, 71 Main St. W, Neepawa, MB R0J 1H0
6. **Work Settings:** Motel
7. **Wage & Benefits:** C\$16.17/hr based on 30-36hrs/wk, with 4% paid vacation
8. **Overtime:** Overtime rate will be provided after 8hrs/day, and 40hrs/wk
9. **Education:** Completion of Secondary School
10. **Experience:** At least 1~ 2 years of related work experience or college diploma in Hospital Management, Hotel Management or Business Administration
11. **Position Available:** 2
12. **Language:** English
13. **Job duties:**
 - Establish and implement operational procedures for the housekeeping department
 - Plan and co-ordinate the activities of housekeeping staffs
 - Inspect assigned areas to ensure the work meet motel policies and

Closing Date

June 25, 2024

Categories

Rural Opportunities

Employer

L&J Neepawa Motel o/a Neepawa Motel

Location

Rural

Address

Po Box 1622, 71 Main St. W, Neepawa, MB, R0J 1H0

Job Type

Full-time

Education Level

High School

Email

neepawamotel@outlook.com

standards

- Arrange for maintenance and repair of equipment and machinery
- Maintain inventory, select, and purchase equipment
- Maintain documents, prepare reports for management information and annual housekeeping budget
- Monitor the quality of employee performance and participate in the evaluation, coaching and discipline of employees, when necessary
- Prepare work schedules of the housekeeping team effectively based on the motel vacancy and occupancy
- Train and manage motivated housekeeping staffs
- May perform the same duties as workers supervised

14. **Others:** Candidates who are entitled to work legally in Canada can apply. We welcome applications from underrepresented groups such as Indigenous, new immigrants, Youths, Refugees, Elders, and Asylum Seekers, etc.

15. **Interested & eligible candidates can forward their resumes to:**

1. **Email:** neepawamotel@outlook.com
2. **Mail:** Po Box 1622, 71 Main St. W,
Neepawa, MB R0J 1H0