

TOURISM ABBOTSFORD

POSITION DESCRIPTION

Position: Housekeeping Supervisor

Department: Event Staff

Reporting to: Managing Director of Events

We are looking for a Housekeeping Supervisor who is a dedicated, team oriented member, who thrives in a fast-paced, high energy environment. This individual must be committed to providing exceptional customer service to all of our guests, and lead by example.

Position Summary

This position ensures that all clients, employees, and general public are acknowledged and provided with exceptional customer service during a variety of events. Housekeeping maintains the cleanliness of Tradex as well as providing guest relations to customers and clients

We're looking for an Event Housekeeping Supervisor who is dedicated to team leadership, a team-oriented individual who thrive in a fast-paced, high-energy environment and who are committed to providing exceptional customer service to all our guests.

Primary Functions:

This position ensures that all guests, other employees, and general public are acknowledged and provided with exceptional customer service during a variety of events. General Housekeeping duties include: Light Housekeeping, Heavy Housekeeping, Maintaining the overall cleanliness of Tradex

Responsibilities

- Maintaining the general cleanliness of Tradex inside and outside of the building including Staff Areas, First Aid Room, Arrivals, garbage compound, parking lot, walkways, Show Office, meeting rooms, foyer, and show area
- Keeping event space and exhibitor storage clean and free of any safety hazards
- Maintaining the cleanliness of washrooms
- Provide and maintain a safe and enjoyable environment for guests;
- Ensure area is event-ready for guest arrival
- Assist with event evacuation should building evacuation be necessary
- Follow Tradex policies, procedures and safety guidelines
- Perform other job-related duties as required.
- Welcome and direct guests in a friendly, professional and courteous manner

- Monitor areas for safety
- Practice proactive measures to manage crowds

Qualifications and Experience

- Must be a team leader
- Must have some leadership experience or qualities that encompass a good leader
- Must be able to demonstrate proper use of equipment such as cleaning supplies and equipment needed for tasks
- Knowledge of WHMIS an asset
- Ability to lift 18 kg an asset
- Valid Driver's license an asset

Competencies

- Ability to work independently with minimal supervision
- Ability to be a supportive team member;
- Exhibit a friendly and courteous style with strong communication skills;
- Ability to be assertive when dealing with difficult situations and large crowds;
- Mentally and physically able to deal with assigned tasks including exposure to seasonal heat and cold in an outdoor and indoor environment, extended periods of standing and at times extensive walking from one location to another on concrete surfaces
- Fluent in English

The event industry is an exciting, fast paced environment, and every event is unique. If you enjoy working with people, are able to provide exceptional customer service, prefer shift work and working in a team environment, TRADEX is the workplace for you.

HOW TO APPLY:

All applications and resumes can be submitted to Kayla Tielmann, Human Resource Manager

Job Status: Part-time and on call

Compensation: Starting rate: \$15.05 hr with an overnight premium to \$16.05/hr.