Heiltsuk Tribal Council

INTERNAL-EXTERNAL JOB POSTING

Job Posting No. 028.2026

Housekeeping Attendant

ABOUT THE CASUAL WORK OPPORTUNITY

This is a casual work opportunity for immediate hire.

The Resource Lodge Team is seeking a dependable individual to join our team as a casual Housekeeping Attendant. The Housekeeping Attendant is a trusted and detail-oriented individual who is responsible for the daily cleaning of rooms, making beds, changing and washing linens, dusting, sweeping, vacuuming, and moping floors, sanitizing surfaces and bathrooms, and replenishing guest room supplies such as toiletries and in-room coffee. The Housekeeping Attendant also maintains the cleanliness of the common areas and hallways, empties garbage and recycling containers, and ensures a welcoming space for lodge guests. This work also includes laundry duties – wash, dry, fold, and store – and monitoring the linen inventory and cleaning supplies, and reporting maintenance items to management, following lodge procedures and policies. Additional guest support is provided in responding to guest requests for extra towels and amenities. Other duties include seasonal cleaning tasks.

The successful candidate should be able to work independently, and as part of a team, and be able to communicate effectively with guest and staff, as well as maintain log sheets. As this is a position of trust a criminal record check is required, due to guest rooms being private spaces containing personal items and information.

ABOUT YOU

You understand the ethical requirements related to protection of privacy, and you can demonstrate good customer service for individuals served while also maintaining professional boundaries. You build positive relationships with your co-workers and people being served. You are a self-starter, safety conscious individual, with good organization skills, and you can work with cleaning chemicals, supplies, and equipment. You are available for casual work. ***Your competencies include:***

- Privacy Protection
- Customer Service
- Safety
- Communication
- Cleaning
- WHMIS

YOUR ESSENTIAL SKILLS INCLUDE

- Mature individual and able to read and write
- Dependable and able to manage time effectively
- Demonstrated ability to maintain privacy, confidentiality, and manage sensitive information
- Ability to work independently and collaboratively to support co-workers
- Ability to work a flexible schedule as needed, pending lodge occupancy/vacancy
- Good organizational skills, attention to detail, and ability to prioritize multiple tasks, and task switch
- Good communication skills, with the ability to provide good customer service experience
- Ability to obtain and maintain a satisfactory Police Information Check (criminal records)
- Able to provide own transportation to and from work.

The following are considered assets:

- Previous experience as a cleaner/hotel housekeeper
- WHMIS Training and experience working with cleaning chemicals

We recognize the value of diverse educational experiences including cultural, academic, work, and lived experience. We encourage those who closely match the qualifications listed to apply. ***Heiltsuk members and Indigenous applicants are encouraged to apply.***

ABOUT THE COMPENSATION

The rate of pay is ***$22.00*** per hour. Hours will vary week to week based on lodging occupancy/vacancy and cleaning needs. There is no guarantee of minimum hours. Work will occur during weekdays and weekends, as scheduled.

HOW TO APPLY

Please submit your application to:

Human Resources Recruitment
Heiltsuk Tribal Council
jobs@heiltsuk.ca

Internal-External Posting Closes: When filled.

Please identify in your email subject line that you are applying to "028-2026 Housekeeping Attendant."

We thank all individuals for applying, but only those applicants selected for an interview will receive a reply**.**