



Shaping a safe and inclusive Bow Valley that empowers women and their community for a better future.

Employment Opportunity

Housekeeper – Full-time, permanent

Salary: \$19.50/hour

Working at YWCA Banff

YWCA Banff is a community-based, feminist organization with over 100 years of experience in Banff and the Bow Valley. Governed by a volunteer Board of Directors, our organization shapes a safe, inclusive community that empowers women and girls in support of our vision of a thriving, equitable society. The primary role of the Housekeeper is to maintain a high standard of cleanliness in all guest/resident rooms and common areas in accordance with YWCA Banff standards. A Housekeeper will promote a positive image of the YWCA Banff and must be friendly and able to address problems or special requests at all times.

A Day In the Life

Specific responsibilities include but are not limited to:

- Clean all areas of the facility, including hotel rooms, dormitories, residences, common areas, meeting spaces, common washrooms to department standards
- Attend to laundry
- Making beds, sweeping, mopping, dusting and cleaning washrooms
- Perform rotation cleaning duties (eg: wash windows, deep cleaning etc.) as required
- Ensure a safe work environment is maintained at all times with a commitment to working safety in accordance with the YWCA Health and Safety program
- Maintain cleanliness and organization of work areas such as laundry room, linen closets, storage rooms
- Restock carts at the end of each day with supplies, including making sure all spray bottles are properly labeled
- Items found in rooms and common areas labeled and bagged & given to Guest Services
- Report any maintenance issues to appropriate departments
- Report any discrepancies in Guest Room status to Housekeeping Lead/Manager
- Set up/take down rooms for groups, courses, workshops and functions
- Report any persons not abiding by YWCA Banff policies to appropriate persons

Qualifications & Experience

The ideal candidate offers:

- Previous Housekeeping experience is an asset
- Able to lift up to 23kg in weight, bend and kneel without restrictions
- Stand for a long period of time
- Strong interpersonal and communication skills including maintaining a high degree of confidentiality
- Ability to work a flexible schedule and to respond to every day pressures that occur in a hotel environment
- Highly organized with an ability to manage and prioritize ongoing duties
- Ability to work with the general public, and to engage and work with a diverse client population
- Ability to work well both independently and as a team

Position Details

- **Housekeeper is a year-round position between 32.5-40 hours per week.** The working hours for the position will be flexible to accommodate operational needs.
- \$19.50/hour
- Sick-time benefit
- Staff accommodation available at discounted rate of \$10.00/day

If you want work that will change lives, we want to meet you.

If you are interested in this role, please submit a cover letter and resume to jobs@ywcabanff.ca.

To learn more about this opportunity or to request accommodation in the application process, please reach out to jobs@ywcabanff.ca

The YWCA offers a competitive benefits and compensation package with options for flexibility and encourages training and personal development for all employees.

YWCA Banff is committed to reflecting the diversity of our community and our field of work, in line with our commitment to building a thriving, equitable society for everyone. We celebrate diversity, recognizing it as both a strength and an advantage to our organization and community.

We encourage all qualified applicants to apply including women, persons with disabilities (seen and unseen), members of visible minorities, Indigenous Peoples, veterans, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

YWCA Banff strives to create a working environment that is inclusive, psychologically and physically safe and ensures everyone can be heard and valued for their contributions. YWCA Banff is committed to making any reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. To request an accommodation, please email jobs@ywcabanff.ca.