



THE INN  
AT BAY FORTUNE  
PRINCE EDWARD ISLAND • CANADA



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Fortune, Prince Edward Island COA 2B0, Canada  
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<https://innatbayfortune.com/>

## Job Title: Housekeeping Attendant

Would you like to join a world-class culinary destination?  
Are you enthusiastic about providing excellent hospitality?

**If your answer is "YES", then The Inn at Bay Fortune might be the right fit for you!**

The Inn at Bay Fortune is among the top 100 best restaurants in Canada. Under the direction of Chef Michael Smith and Chastity Smith, we offer a five-star inn and dining room seating up to 86 guests at our nightly *FireWorks Feast* from May to October. Our ingredients are sourced from our on-site culinary farm and other local producers. Together with our farm, we create a ten-course, live-fire-cooked, Island-focused experience.

### Even more perks to ponder...

- Join a close-knit community of like-minded individuals passionate about local food and five-star hospitality.
- Ongoing training, mentorship, and support.
- Mid-and end-of-season reviews.

### The finer details

- **NOC Code:** 65310
- **Job Location:** Fortune, Prince Edward Island
- **Work Conditions:** Two inns (one 15 rooms and one 6 rooms), multi-storey buildings with a combination of indoor and outdoor staircases, no elevators. Busy laundry room.
- **Work Term:** Full-time seasonal (May-October)
- **Schedule:** 5 days per week, approximately 40 hours per week, with paid breaks.
- **Starting Salary:** \$16.25-\$18.25 per hour, based on experience.
- **Health Benefits:** 50% employer paid: Life Insurance, Health Insurance, Extended Health Insurance, Dental & Vision Care, available after your first season of employment.
- **Other Benefits:** 4% vacation pay. Complimentary staff meals every morning and afternoon during your working hours.

### Responsibilities

Reporting to the Executive Housekeeper and Housekeeping Leads, you will:

1. Clean, tidy, and sanitize the rooms after guests have checked out, in keeping with general hospitality health and safety regulations and guidelines in Prince Edward Island.
2. Ensure our five-star standards for cleanliness and hospitality are met when interacting with others and tidying guest spaces.
3. Follow a checklist to ensure the completion of daily departmental tasks.
4. Ensure linens in the bathrooms and rooms are changed and replenish guest supplies, such as soap and shampoo.
5. Stage the guest rooms before check-in according to the Proprietor's staging directions and Standard Operating Procedures.
6. Clean common areas of both Inn properties where necessary.
7. Assist with processing laundry in a timely manner when needed.
8. Collaborate with other team members to ensure the daily checklists are completed.

## Qualifications

### Education

- WHMIS certification is an asset.
- Standard First Aid certification is an asset.

### Experience

- Experience in similar housekeeping roles is considered an asset.
- On-the-job training will be provided.

### Skills/Success Factors

1. Professional communication skills; communicates when in need of assistance.
2. Good time management skills; can follow a daily checklist and ensure each task is completed efficiently and effectively.
3. Strong attention to detail to ensure the rooms are cleaned and prepared in accordance with general sanitation and hygiene guidelines and our five-star hospitality standards.
4. Punctual; communicates appropriately with supervisor if absent or arriving late for a shift.
5. Must display a friendly demeanour and a team player attitude.
6. Able to perform the following movements: Reaching, crouching, heavy lifting, repetitive tasks.
7. Able to stand and walk for extended periods; carry laundry baskets and cleaning equipment up and down stairs.
8. Comfortable working alone or in teams of two.

## How to Apply

Please send your resume and cover letter by email to [careers@innatbayfortune.com](mailto:careers@innatbayfortune.com).

Our Recruitment team reviews each application carefully, and we will reach out to you by phone or email within 10 business days if we are interested in your application.

## Diversity, Equity, Inclusion, and Accommodation

The Inns at Bay Fortune and Fortune Bridge are committed to fostering an inclusive workplace where everyone is treated with respect and dignity. We hire the most qualified candidates regardless of race, creed, colour, age, sex, national or ethnic origin, religion, sexual orientation, gender identity or expression, marital status, disability, or other characteristics.

If you require accommodation for any part of this hiring process, please send your **confidential** request to the email above.

***Thank you for considering this opportunity, we'd love to receive your application!***