

# Housekeeper



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## Benefits

- Performance Based Bonus Eligibility
- Comprehensive Extended, Health & Dental Benefits
- RRSP Plan
- Monthly Transit Pass - 100% Reimbursement
- Employee Health & Wellness Incentive Program -
- \$300.00 Annual Reimbursement
- Education Reimbursement Program
- Flexible Work Schedules
- Employee Discount Program – 10% off Southwest Properties Lease
- Resident Referral Program – Cash Incentives
- Service Awards
- Social Staff Events
- Home Computer Antivirus Incentive Program
- \$50.00 Annual Reimbursement
- Charitable Donation Matching Program - \$1000.00 Annually + 1 Day off to Volunteer

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## Working at Southwest

Named as one of Canada's Best Managed Companies and Most Admired Corporate Cultures in Canada, Southwest has developed, constructed, owned, and operated world-class properties for over 50 years. A leading developer of residential and commercial property and one of the largest privately held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has made a major impact on the Atlantic Canadian real estate market. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work, and play, creating lasting relationships with employees, customers, and partners. At Southwest, we are always seeking the best and brightest stars in their field. From front line staff to senior management, we choose to employ the best in the industry!

We are currently seeking an outstanding individual to fill the position of **Housekeeper**.

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## Job

The **Housekeeper** is responsible for performing a combination of specialized cleaning duties to maintain high standards of presentation and cleanliness for the property – including all common areas. This position reports directly to the Property Manager, who assigns and approves duties and provides guidance.

## Duties and Responsibilities

The Housekeeper is responsible for the interior cleaning of vacant suites and the internal and external property.

- Clean suites, hallways, lobbies, restrooms, corridors, elevators and stairways; remove all stains and debris as soon as possible
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers
- Empty wastebaskets and transport other trash and waste to disposal areas
- Sweep, scrub, using brooms, mops, and/or powdered scrubbing and waxing machines
- Dust and polish furniture and equipment
- Polish silver accessories and metalwork such as fixtures and fittings
- Replace light bulbs
- Sort clothing and other articles, load washing machines and iron and fold dried items
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary
- Remove debris from parking lots
- Clean carpeted grates
- Ensure fitness and entertainment areas are cleaned on a regular basis; wipe down equipment
- Ensure all pool and hot tub areas are cleaned
- Ensure vacant suites are ready for showings and lease ready
- Perform rounds of complex on a regular basis to ensure cleanliness of entire complex; escalate issues where appropriate
  - Seasonally provide light landscaping i.e., raking, garbage removal, and water plant boxes
  - Ensure barbeque and terrace area (including furniture) is cleaned on a regular basis

## Administration and Health and Safety

- Observe precautions required to protect residents, and report damage, theft and found articles to the Operations Manager
- Request repair services as needed
- Ensure the highest level of safety standards are adhered to while performing all duties
- Keep cleaning supply cart well stocked and tidy
- Professionally liaise with all residents and employees
- Escort contractors around building when Concierge is not available
- Execute all reasonable additional assignments as determined by the Leadership Team
- Maintain all housekeeping equipment and ensure all required tools and equipment are in good working order

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## Position Details

**Hours of Work:** Full-time day hours Monday to Friday. Schedule is subject to change. \$15.55/hr.

**Work Location:** Any of our locations – in units, concierge desk around complex

**Position Requirements:** Completion of Criminal Record Check

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## Training & Experience

### Knowledge and Skills Required:

- Ability to perform with tact and professionalism in a fast-paced, ever-changing environment
- High level of integrity and dependability
- Exceptional customer service and interpersonal skills
- Ability to interact effectively with all employees and the public
- Proven ability to plan, organize, and prioritize work
- Strong attention to detail with a high level of quality
- Proficient computer skills in Microsoft Office (Word, Outlook, PowerPoint, and Excel)

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## Commitment to DE&I

Southwest Properties is committed to attracting and retaining a diverse team, who values your experiences, perspectives, and unique identity. We are committed to creating and maintaining an environment that is inclusive, equitable, and welcoming.

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## How to Apply

If you are interested in this exciting opportunity, please forward your resume and cover letter to our Human Resources Team: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. **resume@southwest.ca**  
Thank you for your interest in Southwest Properties. Only those chosen for an interview will be contacted. *We are a team of individuals who get joy from bringing joy to others.*

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