



Job Posting — Housekeeper and Retail

Position: Housekeeper and Retail
Department: Echo Bay Marina and Lodge
Supervisor: General Manager
Type: Full-time (37.5 hours/week); Temporary
Closing Date: August 6, 2021
Expected Start Date: Immediately
Location: On Site at Echo Bay; shift work

JOB SUMMARY

Echo Bay Marina and Lodge is a full-service marina on Gilford Island in the beautiful Broughton Archipelago in the heart of Kwikwasut'inuxw Haxwa'mis First Nation (KHFN) territory. Echo Bay is a sought-after wilderness destination. It offers a rural, eco-tourism experience — a place to disconnect from the world and to reconnect with nature.

We are looking for housekeeping and retail operations staff for the 2021 season. In this dynamic role you will support a First Nation owned marina, working in a beautiful remote and off-grid environment. If you have a passion for taking care of the spaces around you, this is the job for you! The Housekeeper and Retail team member will be leading the operations for the housekeeping team including store operations and general duties. As an ambassador for Echo Bay Marina and Lodge, you will welcome guests and work in a team environment to support operations.

GENERAL RESPONSIBILITIES

- Provide high-quality customer service to all guests and visitors
- All housekeeping duties including: daily cleaning of guest rooms (or upon check-out), general cleaning of lodge area and common spaces, laundry, and showers
- Ongoing spring cleaning and maintenance on a seasonal basis needed for a marine environment
- Run postal services (on-site post office)

- Day-to-day retail duties including: customer service, fuel sales, POS operation, and troubleshooting
- Supervise seasonal support staff

REQUIRED QUALIFICATIONS

- Experience in a supervisor/management role
- Willingness to support to other roles as needed for a full-service and off-grid marina
- Physically capable of working both indoors and outdoors and able to manage stairs, uneven footing, and lift up to 50lbs
- Must be responsible, dependable and safety conscious
- Willingness to follow evolving safety and COVID-19 protocols
- Ability to work effectively in collaboration with diverse groups of people
- Keen understanding of First Nations culture, traditions, and structures
- No allergies/health limitations that restrict you from working as a cleaner
- Flexible and adaptable

TO APPLY

Please submit a cover letter and resume to admin@kwaxwalawadi.com. Preference will be given to KHFN members who meet the minimum requirements.

Wage is dependent upon experience and qualifications.

Thank you to all who apply, however, only those selected for an interview will be contacted