

Executive Housekeeper

Sandman Hotel Group

Job ID
50256

VIEW THIS JOB ONLINE: <https://www.newcomersjobs.com/jobs/50256>

LOCATION	DATE POSTED	EXPIRY DATE	
2852 Douglas St, Victoria, BC British Columbia	26-05-2026	22-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 55000	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Join our team and enjoy the many benefits of working for Canada's fastest-growing, privately-owned hospitality company, including a competitive employee compensation package, diverse employee schedules, and internal corporate career advancement. If you are looking for a future career in hospitality, then the Sandman Hotel Group is for you.

The Executive Housekeeper will be responsible for ensuring the quality of cleaning and servicing for all guest rooms, and public rooms in the hotel. Their job duties are critical in the effective management of the hotel, as cleanliness is of the highest priority in the hospitality industry. Leadership, problem-solving, and decisiveness are critical for success in this role. This role will report directly to the General Manager.

How to apply: <https://jobs.dayforcehcm.com/en-US/northlandproperties/SANDMANHOTELGROUP/jobs/38501>

Job Description

JOB REQUIREMENTS:

Fast paced environment, work under pressure, tight deadlines, repetitive tasks, handling heavy loads, physically demanding, attention to detail, combination of standing, walking, standing for extended periods of time, bending, crouching, kneeling.

Superior time management and organizational skills

Strong interpersonal skills with an emphasis on leadership ability

Positive attitude, pleasant personality, and a strong ability to motivate, train, develop and guide a team

Knowledge of computers including MS Word, Excel and Internet

Knowledge of health and safety standards

Minimum 3 years housekeeping experience with a minimum of 2 years in a direct supervisory role in hotels

Knowledge of laundry operations

DUTIES:

Responsible for the day-to-day operation of the Housekeeping Department

Assist in recruiting and retaining a strong service-oriented team

Supervise all housekeeping employees to ensure guests receive the highest standard of cleanliness and service

Conduct guest room and public area inspections

Monitor and manage labour efficiencies and all other departmental costs

Ordering of departmental supplies and conduct monthly linen inventories

Scheduling for Room Attendants, Public Area cleaners and Laundry staff

Maintain proper lost and found procedures.

Assist in training of new team members

Ensure Sandman Hotels, Inns & Suites policies and procedures are followed

APPLICABLE SKILLS:

Excellent customer relations.

Must have time-management skills.

Adaptable to change and be able to handle multiple priorities under pressure.

Eager and focused to exceed guest expectations.