

Housekeeping Manager

The Sidney Pier Hotel & Spa Ltd.

Job ID
50963

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LOCATION	DATE POSTED	EXPIRY DATE	
9805 Seaport Place, Sidney, BC British Columbia	01-08-2026	28-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$24.50	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Business Name: The Sidney Pier Hotel & Spa Ltd.

Title: Housekeeping Manager

Number of Available Positions: 1

Terms of Employment: Permanent, Full-Time (30-40 h/w)

Wage: \$24.50 per hour

Benefits: Dental Insurance, Extended medical insurance, Paid time off , Vision care , Discounted or free food , Company events

Language of Work: English

Work Location: Sidney, BC

Company Profile:

The Sidney Pier Hotel & Spa is a vibrant and welcoming workplace located in the picturesque coastal town of Sidney, British Columbia. The Sidney Pier Hotel & Spa is a luxurious waterfront retreat that seamlessly combines sophisticated design with a relaxed and welcoming atmosphere. Renowned for providing a unique and unforgettable experience, we take pride in standing apart from other hotels.

We are seeking a professional and detail-oriented housekeeping manager to join our team at The Sidney Pier Hotel & Spa. The ideal candidate is an organized and proactive leader with strong communication and leadership skills, the ability to thrive in a fast-paced hospitality environment, and a commitment to maintaining high standards of cleanliness, quality, and guest satisfaction.

Job Description

Job Duties and Responsibilities:

- Supervise, coordinate, and support the daily activities of housekeeping staff, including room attendants, laundry attendants, and public area cleaners.
- Train, coach, and provide ongoing guidance to housekeeping employees to ensure quality standards and safe work practices are followed.
- Inspect guest rooms, public areas, and back-of-house spaces to ensure cleanliness, presentation, and safety standards

are consistently maintained.

- Prepare staff work schedules, assign duties, and coordinate housekeeping operations with the front office and maintenance departments to support efficient hotel operations.
- Monitor employee performance, provide coaching and feedback, and assist with performance evaluations and disciplinary processes when required.
- Maintain adequate inventories of cleaning supplies, linens, and housekeeping equipment, and coordinate replenishment as needed.
- Recommend or arrange maintenance, repairs, or replacement of furnishings, fixtures, and equipment when deficiencies are identified.
- Assist with departmental budgeting, monitor housekeeping supply usage, and help control operational costs.
- Respond promptly and professionally to guest requests and housekeeping-related concerns to ensure a high standard of guest satisfaction.
- Develop, implement, and ensure compliance with housekeeping procedures, hotel policies, and applicable health, sanitation, and workplace safety regulations.
- Assist with hiring and onboarding new housekeeping staff as required.
- Perform housekeeping duties when necessary to support the department and maintain service standards.

Employment requirements:

- Completion of secondary school.
- A university degree or college diploma in hotel management, hospitality management, business administration, or a related field is preferred.
- Candidates without the specified post-secondary education may be considered if they possess extensive experience as a housekeeping or cleaning supervisor.
- Minimum of two years of progressively responsible housekeeping experience in a hotel or other hospitality environment, including previous supervisory or team leadership experience.
- Proficiency in Microsoft Office; experience with housekeeping management software is considered an asset.
- Knowledge of cleaning methods, sanitation procedures, workplace safety requirements, and the safe handling of cleaning chemicals and equipment.
- Ability to work a flexible schedule, including evenings, weekends, and holidays, as operationally required.

Work Conditions:

- Fast-paced, service-oriented work environment.
- Prolonged standing and walking throughout the shift.
- Frequent bending, twisting, and repetitive motions.
- Manual handling and lifting of materials weighing up to 30 lbs (13.6 kg).
- Exposure to cleaning chemicals and potentially infectious materials while following established safety procedures.

Personal Suitability:

- Strong communication and interpersonal skills, with the ability to work effectively in a team-oriented environment.
- Excellent attention to detail and a commitment to maintaining high standards of cleanliness and service quality.
- Strong leadership, organizational, and time management skills.
- Ability to prioritize tasks, solve problems effectively, and perform well in a fast-paced environment.

Contact information/how to apply:

Email resume to: thesidneyhoteljobs@outlook.com

As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.

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