



Brigadoon Village invites applications for the position of  
**HEAD HOUSEKEEPER**

**Reporting To:** Facilities Manager

**Key Collaborators:** Facilities, Kitchen and Camp Operations teams

**Location:** Brigadoon Village, 1650 North River Road, South Alton, NS

**Contract Term:** Full-time contract until end of 2022 with possibility for Permanent in 2023  
*This position requires early morning, evening and weekend commitments*

**Hourly Rate:** \$16.50 - \$19.50/hour

### **Who We Are**

Brigadoon Village is a non-profit recreational facility that delivers year-round camp programming that seeks to passionately transform the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Brigadoon Village is located on Aylesford Lake in the Annapolis Valley, 1650 North River Rd. Aylesford N.S. Our main office is located in Halifax's Hydrostone Market.

### **Who We're Looking For**

The Environmental service worker plays a critical role in ensuring the safety and wellbeing of each camper/participant during their stay at Brigadoon. The Head Housekeeper will be a hands on position and will be a valuable member of the Facilities Team, this highly motivated person will lead a team of housekeepers to ensure the daily cleaning, waste management and general operations of the site in accordance to Brigadoon's infection control policy. They will take extraordinary pride in being part of the team to maintain a safe, clean and functioning site.



### **Key Responsibilities**

- In accordance to Brigadoon's infection control policies and procedures; clean floors, bathrooms, furniture, windows etc. in the cabins, dining hall and program areas.
- Ordering and restocking of inventory
- Work with the Facility Manager to provide the best procedures and products for the housekeeping team
- Maintain and properly store equipment and supplies
- Staff schedules
- Manage and sort recycling and waste.
- Set up for and clean up after camps
- Sort, stock, clean, dry and put away laundry
- Works in accordance with Brigadoon's Environmental Policy and Sustainability Manual
- Works in accordance with Occupation Health and safety policies
- Demonstrates knowledge of Brigadoon's emergency plan and participates in it accordingly
- Takes part in site wide training
- Performs other related duties as required.

### **Qualifications and Characteristics**

- 3+ years of cleaning/janitorial experience would be considered an asset.
- Experience with infection control cleaning in a health care setting considered an asset.
- Experience in leading a team considered an asset.
- Exceptional interpersonal and communication skills and able to work in a team environment
- Ability to work in a fast-paced, demanding environment of competing priorities
- A commitment to meeting Brigadoon's mission
- High level of risk awareness, ability to troubleshoot and resolve problems quickly and effectively
- Ability to work safely and unsupervised and exercise good judgement in carrying out daily tasks
- Open to giving and receiving feedback
- Computer literacy considered an asset



### **Qualifications and Certifications**

- WHIMIS
- Criminal Record and Child Abuse Registry Check
- Vulnerable Sector Check
- Standard First Aid and CPR Level C (considered an asset)
- Due to the vulnerability of our participants all Brigadoon staff are required to have routine vaccinations up to date including COVID 19

### **Brigadoon Offers**

- Full time (37.5 hrs/week) contract position 2022 with possibility to moving into a Full-time permanent position in 2023, with competitive salary and benefits package
- A dynamic work environment where new ideas are encouraged.
- An environment that supports growth in your role and challenges you with new opportunities.
- Brigadoon Village is committed to employment equity and aspires to have a workforce that is representative of the diversity of our community; we encourage all passionate, qualified candidates to apply

### **How to Apply**

- Interested candidates are asked to submit their cover letter, resume, to [George.hardy@brigadoonvillage.org](mailto:George.hardy@brigadoonvillage.org). We will begin screening applicants on January 24th, 2022. This post will remain open until filled.
- We thank all candidates for their interest, however only those under consideration will be contacted
- An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in withdrawal of offer or termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Education Verification, Criminal Background and Vulnerable Sector Search