

ABOUT THE ROLE

Title: Overnight Housekeeper

Team: Housekeeping

Location: Fogo Island, Newfoundland, Canada

WHO WE ARE

A member of Relais & Châteaux with Three MICHELIN Keys, Fogo Island Inn is a 29-room luxury hotel, built on principles of sustainability and respect for nature and culture. The Inn is a community asset, owned by the charity [Shorefast](#), and 100 percent of operating surpluses are reinvested into Shorefast's work to secure a resilient future for Fogo Island.

Our work has garnered significant international interest including a feature on [60 Minutes](#) and in The New York Times' [52 Places for a Changed World](#). The mission of Shorefast is to build, learn, and share economic development practices that catalyse the assets of local places, starting with Fogo Island.

Learn more about us: fogoislandinn.ca

THE OPPORTUNITY

As **Overnight Housekeeper** you are motivated and eager to ensure a clean, comfortable and welcoming environment for our guests and team members. You are passionate about cleaning and are detail oriented. You possess a strong work-ethic and can work well independently and as part of a team.

WHAT YOU'LL DO

- Ensure that all public areas of the Inn, such as lobbies saunas, hallways, and restrooms, are kept clean and well-maintained.
- Check and clean all soft furnishings, removing any stains and debris.
- Dust/wipe over all surfaces directed by management including but not limited to door handles, chairs, tables, ledges, shelves, walls, light fixtures, railings, counters and any other furniture as needed.
- Clean and shine any mirrors and windows that have prints or smudges Such as the glass in lobby doors and the mirrors in bathroom and elevator etc.
- Clean all gym equipment and replace any glasses or towels in the area as needed.
- As required by occupancy, complete necessary room turndown service, daily.
- Remove soiled linens from applicable spaces.
- Facilitate Amenity Room service including the preparation of Daybreak baskets, welcome trays and general cleanliness of the space.
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- Keep track of cleaning supplies and report shortages to the Director of Housekeeping & General Maintenance.
- Ensure that all cleaning equipment is in good working order.
- Respond to guest request and inquiries promptly and courteously.
- Follow safety protocols and procedures including proper handling of cleaning chemicals and equipment.
- Report any maintenance issues or concerns to the appropriate department.
- Work closely with other housekeeping staff and departments to ensure the smooth operation of Inn services.

- Other duties as required.

QUALIFICATIONS AND EXPERIENCE

- Previous experience in housekeeping or a similar role preferred, although not required as training will be provided.
- Enthusiasm for working in a non-guest-facing role and contributing to a positive housekeeping experience.
- Strong focus on cleanliness and attention to detail to meet Inn standards.
- Ability to perform physical tasks, including lifting, bending, and standing for extended periods.
- Verbal communication skills to interact with guests and team members effectively.
- Must be available to work evenings, weekends, and holidays.

WHAT WE OFFER

- Competitive wages.
- Access to an employee work-out room, to support personal well-being.
- An engaged, highly supportive, and collaborative environment that encourages creativity and curiosity.
- The opportunity to work in a thriving social enterprise.
- Continued learning and professional development training.

TO APPLY

Please submit a cover letter and resume to careers@fogoislandinn.ca, with the subject line “**Overnight Housekeeper**”; Questions about this position may also be directed here.

Deadline for Applications: Until Filled

We are grateful for all applications, but only those selected for an interview will be contacted.

We endeavour to foster an accessible work environment and to ensure all in our care feel safe and valued. Please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.