

## ABOUT THE ROLE

**Title:** 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](http://fogoislandinn.ca)

## THE OPPORTUNITY

As **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

- Clean and sanitize guest rooms, including making beds, dusting, vacuuming, and replenishing supplies such as towels and toiletries.
- Ensure that all public areas of the Inn, such as lobbies, saunas, hallways, and restrooms, are kept clean and well-maintained.
- Assist with laundry operations, including washing, drying, folding, and organizing linens and staff uniforms as needed.
- Clean general office spaces in outbuilding and in Inn, coatroom and staff room as needed.
- On occasion, assist in the cleaning of external Shorefast Properties, including common areas and residencies.
- 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 requests and inquiries promptly and courteously.
- Report any maintenance issues or concerns to the appropriate department.
- Follow safety protocols and procedures, including proper handling of cleaning chemicals and equipment.
- Work closely with other housekeeping staff and departments to ensure the smooth operation of Inn services.
- Other duties as assigned.

## QUALIFICATIONS AND EXPERIENCE

- No prior experience necessary as training will be provided.
- Previous experience in housekeeping or a similar role preferred.
- 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 lift 25-50 lbs and perform physical tasks, including lifting, bending, and standing for extended periods.
- Basic 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](mailto:careers@fogoislandinn.ca), with the subject line “**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.