



Housekeeping Coordinator at the Salt Spring Centre of Yoga

Who We Are:

We are a non-profit educational and spiritual retreat centre dedicated to teaching the core principles of yoga which embody peace, resilience, and belonging. Founded in 1981 by venerated master yogi Baba Hari Dass from India — the Centre is the west coast of Canada's longest running spiritual and wellness retreat centre. Many people experience transformation while being a part of the pristine Centre land nestled in the heart of Salt Spring Island. There are elders around the land who have wisdom to share and overall, we strive to have a peaceful work environment where you are supported to bring your best and whole self. The *Housekeeping Coordinator* will be working alongside people who are committed to exploring community, spiritual practice, and selfless service.

Who We're Looking For:

The ideal *Housekeeping Coordinator* is a friendly, thorough and organized yogi who has demonstrated experience with housekeeping, cleaning and ideally, supervision. This is a working supervisory position, the Coordinator is ultimately responsible for the Centre's daily housekeeping operations. If this sounds interesting to you, please continue reading and visit our website- <https://www.saltspringcentre.com/>.

Key Responsibilities:

The Housekeeping Coordinator to be responsible for providing a safe and clean environment for all of our guests of the Salt Spring Centre of Yoga, including all accommodation spaces and main facilities. We have three main buildings where we host groups and have indoor accommodation for up to 24 guests (13 rooms). The Housekeeping Coordinator is a working leadership role; in addition to cleaning facilities and flipping rooms, you will also oversee a housekeeping team of staff and volunteers and the housekeeping department budget. Our housekeeping team ensures high standards of cleanliness and sanitation protocol.

Housekeeping

- Ensure all common areas are clean and held to a high standard for all guests and residents
- Maintain washroom cleanliness, stock and supplies
- Oversee cleanliness and presentation of all outbuildings and outdoor facilities (outhouses, outdoor showers, sinks, etc)
- Assist with preparation, set-ups and take-downs for special events
- Coordinate with other functional areas as needed (farm, kitchen, maintenance) to ensure all areas are well-kept and maintained
- Ensure guest rooms are prepared and flipped in a timely and efficient manner
- Launder all guest supplies (towels, bedding, etc.)

Administrative Duties

- Stay within the budgetary parameters for equipment, supply, and personnel expenses
- Keep track of budget, code and submit all expenses
- Oversee lifecycle, service and repair of housekeeping equipment

- Manage and purchase inventory, with the goal of finding efficiencies where possible
- Work within Retreat Guru software to track guest and room turnover requirements

Relationship Building and Personnel Supervision

- Hire and manage housekeeping personnel (staff and volunteers)
- Schedule, direct, and collaborate with the housekeeping team (2-5 volunteers) creating an atmosphere of collaboration and respect
- Work closely with the Yoga Study and Service Immersion Coordinator to ensure a smooth and balanced working experience for these participants
- Liaise with Centre management and other area Coordinators to ensure a smooth end to end guest experience
- Assign cleaning shifts and areas
- Help area coordinators to troubleshoot area needs and program conflicts in peak times

Communication and Confidentiality

- Work and communicate well with other staff and volunteers
- Maintain confidentiality by ensuring all files and information are secure, and by conducting all business in a profession, respectful manner

General Centre Care and Stewardship

- All staff may share responsibility for dishwashing and cleaning during high times.
- All staff participate in work parties that provide overall care for the Centre seasonally.
- All staff are expected to invest in the Centre's general care – we prioritize providing a positive guest and community experience in the spirit of yoga.

Job Details:

Working Conditions:

- Approximately 37.5 hours per week
- Work rhythm is seasonal in nature and hours more than 37.5 a week may be required during peak times
- Work must take place in-person at the Salt Spring Centre of Yoga

Requirements:

- Physically fit – must be able to lift, carry, push, pull up to 50 lbs
- Clean Criminal Record Check with Vulnerable Sector Search
- Driver's License an asset but not a requirement

Compensation:

- \$2,800/month, seasonal contract March-October 2022
- There may be an opportunity for year-round employment after this seasonal pilot project

Residential Position Available and Recommended

We encourage all of our Coordinators to live on-site. There is a flat room and board deduction available for Centre staff. If you are excited about the idea of joining our multigenerational residential community, please indicate this in your application. We have limited spaces available for those looking to live onsite in the yoga community. Those who join our residential community are asked to: commit to engaging with others in a positive way, keep a clean and sober environment (no alcohol or drugs on the property), and abide by the lacto vegetarian guidelines while on property. More details about our residential agreements can be provided during the interview at your request.

To Apply: Please submit your application details to hr@saltspringcentre.com by Friday March 18, 2022.