



## Property Person

### **PURPOSE:**

BLACKBUSH at Old Tracadie Harbour is an eco-resort consisting of our hotel, restaurants, and other neighboring properties. As a property person it is your responsibility to ensure the facilities and surrounding areas are maintained in a healthy, safe, and sanitary manner. The appearance and cleanliness of our resort is of the upmost importance, prioritizing our guest experience and the brand reputation. This position provides cleaning and property maintenance across the property, included but not limited to the hotel, restaurant, and residential buildings. Being part of our team means being part of something new, innovative, and incomparable. Your focus will be to strive to present our properties to the highest quality standards.

### **REPORTS TO:**

Property Maintenance Supervisor

### **RESPONSIBILITIES:**

- Maintain cleanliness of grounds, parking lot, restrooms, and storage areas
- Disinfect facilities thoroughly and high touch areas frequently and consistently (in-line with COVID-19 procedures)
- Clean litter and debris from beach and resort property
- Restock, keep inventory, and properly store cleaning materials and supplies
- Remove trash and clean garbage containers
- Follow procedures for chemical use, ensuring compliance with health and safety and environment regulations
- Move furniture, garbage's, and equipment as necessary
- Operate maintenance equipment and tools
- Maintenance may assign other related tasks

### **KEY PERFORMANCE INDICATORS:**

- Quality of service meets or exceeds company standards
- Health and Safety guideline compliance
- Timeliness of tasks achieved in line with expectations

### **QUALIFICATIONS:**

- Ability and willingness to work flexible hours including shift work and overnight
- Must be able to work independently with minimal supervision
- Comfortable conducting repetitive tasks
- Comprehend detailed instructions both orally and written
- Fluency in Office 365 Suite an asset
- Highly motivated and enabled with problem solving skills



## Property Person

- Ability to multitask and establish priorities
- Demonstrate skills at a professional level with integrity

### **REQUIREMENTS:**

- WHMIS Certification
- Physically able to bend, crouch, reach and kneel
- Ability to lift/exert up to 50lbs