

**Conference and Event Services**  
**Summer Hotel Management Opportunity**  
**Housekeeping and Guest Services**  
10 Positions Available  
4 Live in Supervisors (full time) & 6 Part-Time Staff (20-40 hrs)



**Duties include, but are not limited to:**

- \* Housekeeping of hotel to ensure guest satisfaction.
- \* Offer check-in and check-out services to guests.
- \* Customer service and assisting in problem solving situations.
- \* Other conference and accommodation duties.

*Additional Supervisor Duties (these positions will be provided residence in Mt. Blakiston House for the summer)*

- \* Provide night audit reporting/cash handling for accommodation and front desk services
- \* Daily management of the front office
- \* Supervise and lead housekeeping teams in daily cleaning of hotel rooms
- \* Provide on-call assistance one night a week and one weekend a month.

**Qualifications**

- \* Preference will be given to individuals who have lived a semester in residence at the University of Lethbridge.
- \* Excellent people skills.
- \* Ability to work as a team member, and individually.
- \* Cash handling/financial reporting skills and customer service experience are required.
- \* Working knowledge of Microsoft Office is essential as well as a willingness to learn and operate new applications quickly.
- \* Applicants must be available to work some evening and weekend shifts

Deadline for submissions: **Friday, March 13, 2015 by 4:30pm**

Please submit a resume to: Conference & Event Services  
Mt. Blakiston House 123  
[cnf@uleth.ca](mailto:cnf@uleth.ca)  
403-329-2244

*All applicants are thanked in advance for their interest but only those selected for interviews will be contacted.*