

# HOUSEKEEPING ASSOCIATE

## Student Residences - Summer Jobs



Hours:	Full-time, 30-40 hours per week
Salary:	\$18.25 per hour
Training Dates:	May 1 – 7, 2025
Contract Date Range:	May 1 – August 31, 2025

### Job Description:

Every summer, Memorial University transforms its residences into a vibrant hotel operation, providing an exceptional opportunity for students to gain hands-on experience in hospitality. As part of our team, you'll work under the guidance of the Coordinator, Guest Accommodations, ensuring top-notch service for conference guests, sports teams, school groups and individual travelers.

In August 2025, St. John's will proudly host the Canada Summer Games, welcoming 4800+ athletes, coaches and managers to campus. Memorial University Residences will become the bustling Games Village. This prestigious event is a once-in-a-lifetime opportunity for our student staff, offering a unique chance to showcase your skills and dedication.

As a member of the team, you will:

- Be an ambassador for our city and province, sharing the best of what Newfoundland and Labrador has to offer.
- Provide exceptional service to athletes, coaches and guests, ensuring their stay is memorable.
- Gain valuable experience in hospitality, customer service and teamwork.
- Inspire and strengthen the youth of our country through your dedication and hard work.

This is more than just a job; it's an opportunity to be part of something special, to grow personally and professionally, and to make a lasting impact. Join us and be a part of the excitement!

As a Housekeeping Associate, you will be a key part of our Guest Accommodations team.

Your responsibilities include:

- Room preparation
- Guest Services
- Daily Operations
- Other related duties that may arise with the start of the Canada Summer Games

The seasonal role runs from mid-May through late August. Join us and make every day special for our guests.

The Housekeeping Associate will be responsible for the following areas for the duration of the guest season, early May through late August. Shifts will generally be scheduled during the day and will also include weekends. Successful candidates will receive approximately 30-40 hours of work per week.

### ROOM PREPARATION:

Clean, dust, mop, and sweep guest rooms. Make beds and change linen. Remove garbage and recycling. Clean sinks, toilets, and showers. Replenish amenities, guestroom supplies, and organize housekeeping carts. Transport and distribute clean bed and bath linens between buildings and floors. Collect and bundle linen for laundry. Inspect rooms for cleanliness or damages, general condition, and report deficiencies.

**GUEST SERVICES:**

Attend to requests for extra towels, pillows, or blankets. Deliver mail and notices to guests. Maintain and replace signage. Handle and report lost and found items. Deliver and retrieve items on loan to guests (e.g. irons, fans, fridges, etc.). Assist guests with their luggage, when required.

**OPERATIONS:**

Restock, organize and perform inventory counts on linen carts, linen rooms, and storage rooms. Tidy common areas, rearrange furniture and set up meeting rooms. Load and unload supplies from trucks. Discard, sort, and repurpose old or damaged linens. Launder and fold bed and bath linen, if required.

**CANADA SUMMER GAMES:**

In August, during the Canada Summer Games, your duties may differ from your regular responsibilities from May to July. These may include providing general information to Games Village residents about Memorial University and local tourism, assisting with key and campus card services, handling cleaning and repair requests, completing room inspections, organizing storage rooms and inventorying items.

**Job Requirements:**

Successful candidates must be currently studying at Memorial or another post-secondary institution, or be provisionally accepted into Memorial for the next immediate academic semester. Students must be in good academic standing. Students must have been registered full-time in the Winter semester and have the intention of returning to full-time studies in the Fall semester. Students must not be registered full-time for Intersession, Summer session, or Spring semester. Students may take courses part-time only if it does not interfere with their work schedule.

Candidates must be knowledgeable about Memorial's St. John's campus, our facilities, and our services. Work experience in hospitality, conferences, and events, tourism, or similar experience that provides the necessary transferrable skills is an asset but not required. English proficiency required, multilingualism is an asset especially the ability to communicate in Canada's two official languages.

Candidates will be highly motivated, have a strong customer-service orientation, and have a demonstrated desire to exceed customer expectations. Candidates will be detail-oriented and able to meet tight deadlines. This position requires repetitive tasks including bending, crouching and standing for extended periods. The successful candidate must also be able to lift, carry, push, pull or otherwise move items 30-50 lbs. regularly and items 50-75 lbs. on occasion.

**Remuneration:**

Successful candidates will receive \$18.25 per hour, to be paid biweekly in alignment with Memorial University's payroll schedule. In lieu of vacation, employees are paid 4% vacation pay.

**Hours of Work:**

Rotational work schedule shared among the team.

Example shift: 9:30 a.m. - 6:00 p.m.

Hours of work are subject to change in August, due to Canada Summer Games, and may include overnight shifts during the event.

**How to Apply:**

Submit a cover letter, resume, and two references.

**Applications must be received by NOON, Friday, January 31, 2025.**

Online: Student Residences Portal  
<https://www.mun.ca/stay/student-jobs/>  
Proceed using your MUN Login

We thank all candidates for their interest; however, only those candidates selected for interviews will be contacted. Interviews will be conducted the week beginning Monday, February 24, 2025.

*All qualified candidates are encouraged to apply; however, preference will be given to applicants who are legally entitled to work in Canada. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women, people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.*