

JOB POSTING DETAILS

Job Title	Resort Caretaker	Job Type	NA
ES Job ID	3639	Duration	NA
Date Posted	September 21, 2022	Location	Thessalon
		Closing Date	October 14, 2022

Job Overview - Description & Duties

Northern Skies Resort Caretaker

Northern Skies Resort is seeking a friendly, reliable, skilled and adventurous Resort Caretaker to be an integral part of our business. As the sole staff member living onsite year-round (the Owners live nearby and visit often) you'll be responsible for welcoming and hosting guests, and maintaining and caring for the grounds, cabins and equipment (boats, motors, canoes, kayaks, campfires, etc.). You should have a positive attitude, a friendly and professional demeanour, some basic building, fixing and mechanical skills, a passion for the outdoors, and a knack for creative problem-solving.

Responsibilities of Resort Caretaker:

Reporting to the Owners, the Resort Caretaker will be responsible for the following tasks related to customer service as well as caring for and maintaining the grounds and cabins at Northern Skies Resort.

Camp closing and opening

? In spring, working with Owners to undertake tasks related to opening camp (blowing leaves, setting up water system, putting in docks and boats, minor repairs and maintenance of cabins and equipment, etc.)

? In fall, working with Owners to undertake tasks related to winterizing camp (draining pipes, applying anti-freeze, removing docks and boats, etc.)

Customer Service and Caretaking of Property

? Living onsite and being available to respond to guest needs in person or by phone

? Act as the main point of contact and host for guests during their stay

? Monitoring booking reservation systems to ensure guests' needs are accommodated

? Welcoming guests, providing them with local information, answering questions, providing extra supplies as necessary

? Collecting garbage and recycling, bringing garbage to waste disposal facility

? Providing water safety information to guests renting boats including reviewing the safe boating practices guide; ensuring boats have all required safety equipment; providing maps of the lake and suggested fishing spots; cleaning boats; providing gas for boats

? Maintaining boats, canoes, kayaks, campfires, BBQs, and resort grounds (raking, mowing lawn etc.)

? Ensuring water filtration and pumping systems are operating properly; testing the water as required by public health authorities

? Restocking wood (some splitting and piling) and propane (filling tanks at the local store)

? Some cabin cleaning may be necessary on occasion

Winter Duties

? Using ATV with a front-mounted snow blower to keep roadways clear

? As necessary, shovelling off roofs of cabins and outbuildings to ensure snow load does not compromise buildings

? Shoveling and applying sand/salt to driveway, decks and walkways

? Keeping woodstoves and propane heaters stocked and in good working condition

? Ensuring fireplaces are lit in cabins for guests before their arrival

? Informing guests of winter activities available

Fees / Terms of Payment:

An annual salary of \$32000.00 paid bi-weekly by direct deposit plus three weeks paid vacation (coordinated with Owners to ensure management of resort while absent) and accommodation including heat, hydro and internet valued at \$800 a month. Use of personal vehicle for resort business will be reimbursed at .45/km.

Required Skills

- Job requirements:
- ? Must be able and willing to provide excellent customer service to all guests including members of equity-seeking communities (BIPOC, 2SLGBTQ+, disabled people, etc.)
 - ? Minimum 3-5 years experience in the tourism, housekeeping or hospitality industry
 - ? High school diploma or equivalent
 - ? Post-secondary education in the tourism or hospitality field is an asset
 - ? Clear G License and access to a vehicle is required
 - ? Digitally competent (Internet, Google Suites, Email) with access to a cell phone
 - ? Light to moderate physical fitness level of activity, including the ability to lift up to 30-50 lb

Other Requirements

- Skills:
- ? Enjoys offering exceptional service and meeting the needs of others
 - ? Friendly, honest, reliable and hospitable
 - ? Self-motivated and able to handle problems in the workplace, including anticipating, preventing, identifying and solving problems as necessary
 - ? Able to work independently within given guidelines
 - ? Excellent communication and interpersonal skills
 - ? Basic plumbing, building and mechanical abilities
 - ? Experience using, working with and troubleshooting small engines (Boat motors, Leaf blower, ATV, Riding lawn mower, Golf cart, etc.)
 - ? Love of the outdoors and experience living in a remote and isolated environment

How to Apply

Please send your resume and cover letter to, robin@northernskiesresort.com

We are an equity opportunity employer that encourages Indigenous people, members of the LGBTQ2S+ community, racialized folks, newcomers, people of all genders and abilities, and members of other equity seeking communities to apply.