



hotel is preferred, good team leadership and basic trainer skills, comprehensive knowledge of food and beverage services, excellent organization, communication and interpersonal skills, proficient with self-cashiering and Micros P.O.S. or similar system preferred, working knowledge of MS Office an asset

FOOD & BEVERAGE SERVERS (FULL TIME/TEMPORARY FULL TIME/ON CALL)

Responsibilities Include: Presenting menus, providing information about specials, answering questions regarding menu items including ingredients, preparation, cooking methods etc. and offering recommendations, recording orders using computerized system and serving food and beverages efficiently, checking guest satisfaction through service and taking appropriate action to correct any problems, maintaining a safe, clean, tidy, organized, well stocked work area including assigned tables, ensuring guest charges and cash transactions are processed accurately, other duties as assigned

Qualifications and Requirements: 2 years’ experience in a high volume restaurant or a minimum of 1 years’ experience in a 4 Diamond Resort Food and Beverage Operation, excellent organization, communication and interpersonal skills, proficient with self-cashiering on Micros P.O.S. or similar systems

SPA MANAGER

Responsibilities include: Assisting with strategic plan, recruitment, management, development and training of all teams including performance management, preparing/managing annual operational budgets including controlling expenses, payroll and finance reports, assisting with managing vendors’ contracts and relationships, assisting with developing and implementing an effective maintenance programme, providing administrative support to all Spa teams and coordinating sales activities, consistently promotes a positive work environment, maintaining effective inventory controls, maintaining collaborative relationships with all stakeholders. Other related duties as assigned.

Qualifications and Requirements: Bachelors Degree in related discipline preferred. 3 years’ relevant experience in a luxury hotel spa supervisory management position preferred. Proven leadership, fiscal management, administrative and retail experience preferred. Excellent communication, organization, problem-solving, multi-tasking, customer service and interpersonal skills. Ability to prepare and present training presentations. Proficient with MS Office required

LEAD BEAUTY THERAPISTS

Responsibilities Include: Performing all aesthetic services, training and supervising all Aestheticians, coordinating aesthetic services with other spa programmes, assisting with products sales and services, various treatments, trade tests, preparing related reports and conducting meetings, other duties as assigned

Qualifications and Requirements: Recognized Aesthetics certification and 3 years relevant experience required, 2 years’ experience as a supervisor an asset, excellent interpersonal, time management, problem solving, communication and organizational skills, proficient with MS Office required

BEAUTY THERAPISTS

Responsibilities include: Providing facials, body treatments, massages, waxing, manicures and pedicures, generating sales of products and services, other related duties

Qualifications and Requirements: an accredited Diploma or Certificate from a school of beauty therapy or aesthetics, a minimum of 2 years proven relevant experience with a recognized spa facility, fully knowledgeable and practiced in current spa treatments and trends. Essential qualities: dynamic personalities, responsible, reliable and genuinely enjoy exceeding guests’ expectations, working knowledge of MS Office an asset

LEAD BODY TECHNICIANS

Responsibilities Include: Performing professional massage therapy and body treatments, training and supervising all Body Technicians, coordinating services with other spa programmes, assisting with products sales and services, various treatments, trade tests, preparing related reports and conducting meetings, other duties as assigned

Qualifications and Requirements: Recognized Massage Therapy Diploma or Certificate and 3 years relevant experience required; 2 years as a supervisor an asset, excellent interpersonal, time management, problem solving, communication and organizational skills, proficient with MS Office required

BODY TECHNICIANS

Responsibilities Include: Providing professional massage therapy and body treatments, generating sales of products and services, other related duties

Qualifications and Requirements: An accredited Diploma or Certificate in massage therapy with a massage licence or national certification, a minimum of 2 years proven relevant experience with a recognized spa facility, fully knowledgeable and practiced in current spa treatments and trends. Essential qualities: dynamic personalities, responsible, reliable and genuinely enjoy exceeding guests’ expectations. Working knowledge of MS Office an asset

FITNESS SPECIALISTS

Responsibilities Include: Conducting accurate fitness assessments, creating and conducting exercise programmes specific to clients’ needs (individual and groups), establishing and maintaining accurate records on clients, including initial evaluation data, prescribed programme, progress reports etc., maintaining a clean, hygienic and neat work environment, ensuring all equipment is in safe working order, actively participate in the Spa Operations promoting, cross-selling treatments, products and services, participating in training and development programmes

Qualifications and Requirements: Personal Trainer Certification through a nationally recognized certifying agency/organization, 2 years’ experience in Fitness-Wellness fields, preferably in a resort, experience in administering PAR-Q, health risk and history, fitness assessments and client consultation, experience instructing and leading exercise in an adult fitness setting using proper form and spotting techniques, experience in group class instruction including Movement Arts, Pilates, Mat Sciences, Cardio boxing, Flexibility, Agility, Tai Chi, Meditation, Yoga, Aqua Aerobics, nutrition, lifestyle coaching, etc. would be an asset, experience in a lifestyle wellness philosophy that incorporates the balanced basics preferred. Working knowledge of MS Office an asset

SALON COLOUR SPECIALISTS

Responsibilities Include: providing professional salon hair services including multi-dimensional highlighting techniques and “State of the Art colouring”

Qualifications and Requirements: A related Hair Stylist Certification and 5 years relevant experience in a comparable salon or spa required. An artistic flair for contemporary evening and bridal styling techniques is required, fully knowledgeable and practiced in current trends. Working knowledge of MS Office an asset

DIRECTOR OF FACILITY OPERATIONS

Responsibilities Include: Recruiting, training, developing and effectively managing employees; includes performance management, preparing and controlling the annual maintenance budget and assisting in the preparation of the Capital Plan, ensuring all physical operations including refrigeration, heating, ventilation and air conditioning, plumbing, water treatment, and electric systems are maintained clean and safe manner, planning, implementing and monitoring an effective Preventative Maintenance Programme, coordinating renovation and capital projects, managing and coordinating external contractors, vendors etc; includes negotiating relevant contracts, ensuring the hotel complies with all Government regulations pertaining to building code requirements, health, fire, and life safety programmes, monitoring the BMS “Building Management System”, reviewing, implementing, monitoring and maintaining a cost effective energy management programme, developing and managing an effective inventory control process, developing and maintaining a collaborative working relationship with all other Departments and external contractors, vendors etc, establishing and maintaining quantitative standards of performance and utilizes performance management principles to maximize employee productivity, providing training in and ensuring employees adhere to Health & Safety policies and procedures, emergency procedures, loss prevention protocols, WHMIS etc. Other related duties as assigned

Qualifications and Requirements: Degree/diploma in Engineering or trade certification on Building Management is an asset, 4th Class Power Engineering required, 5 years’ experience working in a complex resort as Director of Facility Operations, ability to read, understand and interpret Engineering and Building Blue Prints, knowledgeable in all regulations such as building codes, fire and health department requirements, proven leadership, team development and management skills, proven record for technical judgment, effectively managing complex projects and innovation, superior organizational, strategic planning, project management, analytical and problem solving skills
Excellent interpersonal, multi-tasking, communication skills, previous experience working with a sewage treatment plant and reverse osmosis plant an asset, proficient with MS Office required

ASSISTANT DIRECTOR OF FACILITY OPERATIONS

Responsibilities Include: Assisting in the daily management, planning, organization and scheduling the work of the Maintenance Department, coordinating and overseeing all preventative maintenance programmes and improving efficiency, profitability and service levels, ensuring efficient management of materials and equipment inventory, monitoring, updating and implementing the fire safety plan, building evacuation and disaster recovery plan, assisting with preparation of and adherence to the annual budget, assisting in monitoring the energy and water management programmes, assisting with recruiting, training, developing, conducting performance reviews and scheduling of engineering colleagues, assisting with selection, supervision, performance monitoring of sub-contractors, ensuring effective management and maintenance of vehicle fleet, conducting and attending various meetings, preparing various reports, building and maintaining cohesive relationships with internal and external stakeholders, assuming additional responsibilities in the absence of the Director of Facility Operations. Other duties as assigned

Qualifications and Requirements: 4 years relevant experience to include 2 years as Assistant Director of Engineering or equivalent in a large luxury hotel, hospital or a large multi facility building, 4th Class Power Engineer Certificate or higher certification is required, proven leadership, team management and development skills, proven ability to supervise multiple complex projects with a focus on results, excellent communication, interpersonal, analytical, problem solving and organizational skills, computer literate in MS Office required

SHIFT BUILDING OPERATORS – HVAC MECHANIC

Responsibilities Include: Responding to all daily guest rooms, front and heart of house and dormitory maintenance requests, preventative maintenance of guest rooms, hotel facilities and outlets, and monitoring and maintaining Air Handling Units, refrigeration, electrical and mechanical systems as scheduled, other duties as required

Qualifications and Requirements: An Air Conditioning Mechanic trade certification is required, together with demonstrated knowledge and skills of building systems, HVAC and mechanical related equipment, boiler operations, EMS Automated Logic Control (or similar systems), computer applications, together with minor carpentry, painting, plumbing and electrical skills. Minimum of 2 years’ experience as a Building Operator or Building Maintenance Technician in a large hotel, hospital or a large multi facility building is required. Duties will also include daily Preventative Maintenance of equipment, operation and repairs of the existing Chillers, Air Handling Units, refrigeration system, pumps and related equipment; and basic plumbing, electrical, and other building systems and how they relate to the hotel building and the outside properties

SHIFT BUILDING OPERATORS – LAUNDRY MECHANIC

Responsibilities Include: Monitoring and maintaining all laundry equipment; preventative maintenance of all laundry mechanical equipment; operation and repairs of the existing ironers, washers, dryers, folders, spreaders, valet and dry cleaning equipment and all peripheral mechanical equipment, other duties as required

Qualifications and Requirements: A recognized trade certificate is preferred with a minimum of 3 years’ experience as a Laundry Mechanic in a full size industrial laundry is required, demonstrated comprehensive knowledge of and repair skills on industrial laundry, valet and dry cleaning equipment, knowledge of Ellis, Weir, Passat, Challenge and Kannegeiser is an asset

SHIFT BUILDING OPERATORS – REFRIGERATION & KITCHEN EQUIPMENT

Responsibilities Include: Preventative maintenance of kitchen equipment, refrigeration, hotel facilities and outlets, responding to daily guest rooms, front and heart of house and dormitory maintenance requests. Monitoring and maintaining air handling units, refrigeration, electrical and mechanical systems as scheduled, other duties as required

Qualifications and Requirements: A Refrigeration and Air Conditioning Mechanic trade certification is required. Boiler or Gas certification is an asset, 2 years’ experience as a Building Operator or Building Maintenance Technician in a large hotel, hospital or a large multi-facility building. Essential experience with and demonstrated knowledge to include: kitchen equipment repair, steam systems, boilers and building systems. Knowledge of basic plumbing, electrical and other building systems and how they relate to the hotel building and outside properties

GARAGE MECHANIC

Responsibilities Include: Effective preventative maintenance to include daily inspections, test driving, refuelling, servicing and cleaning as well as repairing vehicles. Executing preventative maintenance of vehicles on a regular basis, reviewing work required and prioritising projects as appropriate, ensuring that all vehicles remain in safe and reliable operating condition, maintaining records performed on the vehicles, carrying out repairs as required and regularly cleaning trolleys, maintaining a clean and tidy garage shop and area, answering and responding to on call after hours’ emergency requests, other duties as required

Qualifications and Requirements: A diesel mechanic certificate, working knowledge of computerized bus engines, working knowledge of various diesel engines, preference will be given to candidates with experience with Cummins Diesel Engines, sound mechanical and electrical knowledge of heavy diesel engines and medium trucks required, 5 years hands on experience as a heavy equipment/engines mechanic required. A valid driver's licence required. Proven strong organization, prioritization, troubleshooting skills and being detail-oriented. Basic computer skills an asset

UPHOLSTERER

Responsibilities Include: performing all work and usual duties relating to the art of upholstering of all types of furniture including fabrication of welting, beading, cushions, zippers, pillows, etc. and be able to perform drapery alterations. The successful candidate is responsible for reporting any defects or changes and improvements needed regarding upholstery matters. Must be able to use all related tools and equipment efficiently and safely and performing a preventative maintenance programme for upholstering and alterations instruments, tools and equipment, other duties as required

Qualifications and Requirements: A certification verifying successful completion of a skilled workers examination specific to upholstery from an accredited training institute required. 5 years’ experience in the field is preferred. Essentials include: excellent decision making skills, excellent dexterity and vision. Must work on own initiative with minimum supervision. Basic computer skills an asset

START DATES FOR ALL POSITIONS WILL BE IN MARCH/APRIL OF 2019

Schedules: Irregular hours including nights, weekends and public holidays apply to these positions

All successful candidates are required to work cohesively as part of our team in a demanding, multi-cultural diverse environment

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Closing Date: 11 January 2019