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**Porters & Housekeeping Supervisor**

The Zatzman Sportsplex-is a large, family-focused health, fitness, and recreation complex, serving all regions of the Halifax Regional Municipality. The facility hosts a variety of facilities and services including a double gymnasium, a large fitness centre, community spaces, two swimming pools, an NHL sized arena with seating for 3,000 people, and so much more. In addition, the facility also sponsors a large-scale community outreach and accessibility program to reduce barriers and ensure that everyone in our community can play at the Sportsplex.

Diversity is a primary value of the Zatzman Sportsplex. We consider individual talents, skills, and unique perspectives to provide the best service to our vibrant community.

We are seeking an organized and resourceful Porters and Housekeeping Supervisor to join the team, Reporting to the Porters and Housekeeping Coordinator, the successful candidate will assist in managing the daily operations of the Porter and Housekeeping team. The role will play a key role in maintaining a clean, safe, and welcoming environment for members, staff, and guests. This role requires leadership skills, attention to detail, and a commitment to maintaining the highest standards of cleanliness and customer service.

As the Porters and Housekeeping Supervisor, you will guide and mentor the Housekeeping and Porter team alongside the Coordinator. Taking direction from the Coordinator, you will ensure adequate staffing levels for all shifts and assign daily tasks. You will contribute ideas to the General Manager for effective maintenance strategies, ensuring the Sportsplex remains in optimal condition.

**Other key responsibilities:**

* Conduct regular inspections of studio rooms, public areas, locker and team rooms, arena and pool facilities to maintain cleanliness and maintenance standards.
* Develop and implement housekeeping policies and procedures to improve efficiency and service quality
* Support the management of inventory and ordering of cleaning supplies, linens, and guest amenities.
* Address and resolve concerns and requests related to housekeeping services promptly and professionally.
* Ensure compliance with health and safety regulations, including proper handling and disposal of hazardous materials.
* Maintain accurate records of housekeeping activities, including room status, inventory levels, and maintenance issues.
* Provide ongoing training and development opportunities for staff to enhance their skills.
* Foster a positive and collaborative work environment, promoting teamwork and a culture of excellence.
* Communicate effectively with other departments to ensure smooth operations and guest satisfaction.

**Qualifications:**

* Proven experience in a supervisory or managerial role, preferably within housekeeping or facilities management
* Demonstrated leadership skills with the ability to guide and motivate a team.
* Excellent organizational and time-management abilities to prioritize effectively.
* Attention to detail and a commitment to maintaining high standards
* Experience in developing and implementing policies and procedures to improve service
* Knowledge of health and safety regulations, including proper handling and disposal of hazardous materials.
* Strong communication skills for building relationships, collaborating with others and fostering a positive work environment.
* Resourceful and proactive in problem-solving and contributing ideas for operational improvements.

This is a full-time position with the Zatzman Sportsplex. We offer a supportive work environment and training opportunities. Starting salary is $45,000.

Interested candidates should apply with a resume and cover letter through Indeed by September 11, 2024.

Alternatively, applications can be submitted via email to angela.macmaster@halifax.ca by Wednesday, September 11, 2024.

Candidates may also drop off their application in person at the Zatzman Sportsplex, 110 Wyse Road, Dartmouth, NS, addressed to Angela MacMaster, HR Advisor.

For any questions, please contact Angela MacMaster at 902-490-3014 or via email at angela.macmaster@halifax.ca.