Executive Housekeeper

Job ID
9640

Wickaninnish Inn

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LOCATION	DATE POSTED	EXPIRY DATE
500 Osprey Lane, Tofino, BC| British Columbia	16-05-2026	12-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 65 100.00 per year	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Join our Housekeeping Team as an Executive Housekeeper, where you have the opportunity to learn and grow in a Relais & Châteaux property recognized by Forbes, Michelin Key, AAA Four Diamond, and Travel & Leisure's World's Best Hotels.

Do you like to inspire and motivate? Are you looking for an opportunity for personal and professional development in an environment that supports you to be the best version of yourself?

As an Executive Housekeeper you will be responsible for the overall, day-to-day operation of the Housekeeping Department and will be a member of the Wickaninnish Inn's Senior Management Team.

The Executive Housekeeper along with the Director and other Housekeeping Leaders will be responsible for ensuring that the Wickaninnish Inn standards of service are maintained and that all housekeeping team members are consistently exceeding our guests' expectations.

NOC Code: 62021

Salary is $65,100 per year plus gratuities. Financial commitment incentive and team housing is available. Wages may be increased due to annual salary reviews, provincial minimum wage changes or at the employer's discretion. 1 position available.

Benefits: Group insurance benefits (incl. vision care benefits, dental care benefits, life insurance, travel insurance), RRSP matching, gratuities, and other benefits (incl. Hotel/Restaurant discounts, free parking, wellness programs).

As an Executive Housekeeper you will:

• Be true to the mission statements of the Inn. Ensure that the "5 C" standards of Relais & Chateaux, Forbes, AAA, and Wickaninnish Inn service philosophies are followed.

• Foster an inclusive culture where all team members feel valued, appreciated for their contributions, and offered opportunities for growth and development.
• Lead by example as a proactive member of the Housekeeping Leadership Team.
• Be responsible and accountable for the actions of the housekeeping team, working as a “hands-on manager” to meet or exceed guest expectations.
• Serve as the contact person for guests requiring immediate assistance from Housekeeping Leadership and follow up on guest concerns as necessary.
• Create a positive atmosphere for learning and development within the housekeeping team.
• Develop, implement, and continually improve systems and processes within the Housekeeping Department to drive efficiency, enhance team culture, and improve the guest experience.
• Manage the annual budget for housekeeping and oversee the overall cleanliness and physical condition of all areas of the Inn.
• Coordinate all Human Resource functions within the Housekeeping Department and complete all required administrative responsibilities.
• Ensure compliance with Health & Safety standards and promote a culture of safety among the team.
• Source, purchase, and inventory all housekeeping supplies.
• Assist in coordinating renovations, upgrades, and deep cleaning during the Annual Closure.
• Be responsible for sustainable cleaning practices and ensure compliance with legislated cleaning and safety procedures.
• Oversee the operations of the housekeeping department, including planning, coordinating activities, conducting inspections, and ensuring standards and regulations are met.
• Arrange for the maintenance and repair of equipment and machinery, and manage the inventory of supplies.
• Hire, train, and supervise housekeeping staff, maintaining financial records, and managing budgets, payroll, and employee schedules.

Our ideal candidate will embody the West Coast culture, while still being committed to the art of hospitality and pursuit of excellence. They will have:

• The willingness to learn in a team environment while striving to exceed Relais & Chateaux, AAA 4 & 5 Diamond and Forbes Standards.
• Exemplary customer service skills and demonstrate a willingness to exceed guest expectations.
• The ability and desire to lead a world-class and award-winning Housekeeping team.
• Excellent Human Resources skills.
• Minimum 2 years management or supervisor experience in the service industry or 4 years of experience in a housekeeping department is necessary.
• Highly developed interpersonal and communication skills, both written and verbal, are needed.
• Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem-solving skills are necessary.
• Knowledge of standard operating financial statements as well as the budgeting process, scheduling and effective cost management.
• Working knowledge of relevant platforms including, but not limited to: Maestro PMS, and Microsoft Office suite.
• To work evenings and weekends as needed, and maintain flexibility in scheduling.
• To have WHMIS knowledge and/or certification.
• The ability to make a commitment to the position for a mutually understood and agreed upon period of time.

To apply for this career opportunity, please send your resume and cover letter to Jobs@wickinn.com.

By submitting an application, you are attesting that the information given is accurate and you give consent to The Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. As we receive a high volume of e-mails, we are only able to respond directly to you if your Resume and interests align with our currently available positions.

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