

Housekeeping Assistant - Job Post 2025

Job Title: Housekeeping Assistant (HA)

Department: UNB Fredericton Residence

Job Summary:

UNB Fredericton Residence is hiring Housekeeping Assistants (HAs) to maintain clean, comfortable, and well-prepared guest accommodations. HAs ensure that residence buildings meet hotel-level cleanliness and service standards for summer guests.

This role requires attention to detail, time management, and the ability to work independently while following established cleaning and maintenance routines. Housekeeping Assistants report to the Manager of Finance & Operations and work closely with the housekeeping team.

Key Responsibilities:

1. Room Cleaning & Preparation

- **Pre-arrival Cleaning:** Prepare guest rooms before check-in by replacing linens, vacuuming, dusting, sanitizing surfaces, and ensuring all amenities (toiletries, towels, coffee supplies) are stocked.
- **Daily Housekeeping (if requested):** Provide cleaning services for extended-stay guests, including towel changes and trash removal every three days.
- **Final Room Check:** Conduct a final inspection before guest arrival to ensure the room meets cleanliness and readiness standards.
- **Room Inspections:** Assist with inspecting rooms after guest check-out to ensure cleanliness and identify maintenance issues.

2. Room Service & Guest Assistance

- **Provide Supplies:** Deliver additional guest-requested items such as fresh linens, toiletries, and towels.
- **Keycard Checks:** Test guest keycards before check-in to ensure they are functioning correctly.
- **Linen Management:** Collect and send used linens and towels for dry cleaning/laundry. Restock clean linens properly in designated storage areas.
- **Trash & Waste Disposal:** Empty garbage bins, replace liners, and transport waste to collection areas.

3. Common Area & Facility Cleaning

- Clean and maintain hallways, lobbies, elevators, and public restrooms throughout the day.
- Sanitize high-touch surfaces (door handles, elevator buttons, handrails) to maintain hygiene.
- Assist with cleaning event and meeting spaces before and after use.

4. Additional Duties:

- Security Checks: Ensure all doors and windows are closed and locked during final room inspections.
- Report Issues Promptly: Notify the supervisor of any maintenance problems, damages, or missing room supplies.
- Follow Standard Cleaning Procedures: Work independently while adhering to cleaning protocols and safety guidelines.

Qualifications & Skills:

- Previous housekeeping, hospitality, or customer service experience preferred.
- Familiarity with UNB residence life is an asset.
- Strong time management skills and ability to prioritize tasks efficiently.
- Self-motivated and able to work independently with minimal supervision.
- Comfortable with physical tasks, including lifting and moving items.

Compensation & Work Schedule:

- Hourly Wage: \$16.05 per hour.
- Hours: 40 hours per week. (8 hour shifts occurring between 7am-6pm), shifts can be scheduled around academic requirements. Scheduling will be organized by Facilities manager based on need and availability.
- Schedule: Rotational shifts, sometimes including evenings and weekends.

How to Apply:

Submit your resume and cover letter by **NOON on 28th March 2025**:

Online through Experience UNB

- By email to Anqi Fang, at stay@unb.ca
- Please address your cover letter to:

Anqi Fang, Accommodation Coordinator

20 Bailey Dr, Fredericton, NB E3B 5A3

Please note: only those applicants selected for an interview will be contacted.