



HOUSEKEEPER

Stonefields Estate Inc., is an award-winning venue nestled on a historic farm in Carleton Place. We are renowned for our scenic beauty, rustic elegance, exquisite cuisine, white glove service and loving attention to detail. Our all-inclusive wedding packages provide our couples with exclusive access to our many unique spaces for wedding party preparations, the ceremony, cocktail hour, dinner, reception, and overnight accommodations. We are passionate about turning our clients' wedding dreams into unforgettable experiences. We're seeking individuals who have a love for the many different facets of the hospitality industry.

This important role is part of the pre-event and post-event team at Stonefields, which prides itself on setting a high standard in our industry. We are looking for a highly motivated, hard-working, dedicated and experienced cleaning professional who is detail oriented and strives for excellence in all that they do.

The ideal candidate is meticulous and can follow instructions with care. This job requires someone who is fully committed to the role, reliable and has a passion for making things sparkle. Stonefields values professional team players who can also work independently, who can work well under pressure and can physically handle this position. You will work under the guidance of and directly with Stonefields' Housekeeping Manager and also report to both owners.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

- Thorough cleaning of all event spaces, including the reception loft, ceremony house, guesthouse, pub
- Dusting, sweeping, vacuuming, washing of floors and baseboards
- Laundering, folding and storing of linens
- Stripping and making beds
- Cleaning staff, guest and guesthouse restrooms
- Washing windows (inside/outside)
- Cleaning indoor and outdoor light fixtures, including several crystal chandeliers
- Waste and recycling removal
- Cleaning and storing of equipment
- Decluttering and organizing of storage spaces
- Restocking supplies as needed
- Maintenance jobs as required
- Light painting and paint touch ups
- Light gardening as needed
- Additional cleaning for special events outside of normal schedule

POSITION REQUIREMENTS

- Ability to multi-task
- Demonstrate strong organizational/time management skills
- Ability to identify issues and problem solve independently or as part of a team
- Flexibility to meet changing job requirements
- Strength and stamina required; position is physically demanding with long periods of walking, bending, kneeling, lifting, moving, climbing stairs and or ladders
- Effective communication skills (both oral and written)
- Must have valid G drivers license and access to reliable vehicle
- Must have cell phone and capability of sending/receiving texts and picture messages

Our event season runs from April through November, with the capacity to host up to 6 events per week, please include availability when applying for position

Job Type Full-time

Salary \$25.00 per hour

Schedule Thursday to Monday, day shifts

Benefits On site parking available, uniform provided, Health insurance program after trial period

Stonefields provides a flexible work environment with career advancement potential and, most importantly, the opportunity to make a difference in the lives of all those celebrating special milestones. Please send your resume and cover letter describing why you would be a fit for this position to info@stonefieldsweddings.com. No phone calls please.