

**Title:** Laundry Supervisor  
**Reports to:** Executive Housekeeping/Laundry Supervisor  
**Location:** 18 Cabot Lane, Inverness, NS, B0E 1N0  
**Job Type:** Seasonal, Full-Time



Built by dreamers, for dreamers.

Located on over a mile of sandy beach along the coast of Cape Breton, Nova Scotia, Cabot Links is Canada's first and only authentic links golf resort. Nestled between the Atlantic Ocean and the picturesque town of Inverness, the Cabot Links course represents a dramatic departure from the typical golf excursion. The Cabot Cliffs course, designed by the decorated team of Bill Coore and Ben Crenshaw, is the newest addition to Cabot. Exquisitely carved out of the breathtaking Cape Breton landscape, with postcard-worthy panoramas vying for your attention, and every hole calling out to the sea, Cabot Links is where traditional links land golf comes to life against the spectacular Nova Scotia landscape.

With both courses ranked in the Golf Digest World Top 100 Courses, a career with Cabot Links presents the opportunity to be involved in an emerging world-class golf and leisure destination.

Cabot Links is looking to recruit a talented Laundry Supervisor, your care and attention to detail in the Laundry operation will ensure exceptional standards for our resort linens.

**Core Accountabilities:**

- Consistently offer professional, friendly, and engaging service
- Complete monthly inventory of linens
- Conduct weekly inventory of laundry supplies/chemicals and coordinate ordering with the Executive Housekeeper
- Report faulty equipment, maintenance needs, and safety hazards to Executive Housekeeper/Maintenance
- Train employees on all laundry procedures, including safety procedures and equipment operation.
- Verify that laundry requests are completed for each department as needed.
- Operate and monitor washing, dry cleaning, and drying machinery.
- Inspect linens and terry for damage.
- Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees.
- Load and unload washing machines and dryers as required
- Operate steam press machines
- Fold and sort linens, and store in linen closet
- Sort torn and stained linens
- Sort contaminated articles and process separately in de-staining cycle
- Set aside, report, and maintain inventory on all damaged or marked linens

- Maintain proper usage of cleaning supplies and equipment
- Follow departmental policies, procedures, and service standards
- Comply with proper security, fire regulation, and all health and safety policies
- Complete other duties as assigned by management

**Qualifications:**

- Previous housekeeping experience is an asset
- Positive attitude and excellent organizational, communication, and interpersonal skills
- Highly responsible & reliable
- Ability to work cohesively with fellow colleagues as part of a team with minimum supervision
- Ability to handle multiple duties under pressure
- Ability to work flexible hours – coordinating with the manager and scheduling needs
- Ability to focus attention on guest needs – remaining calm and courteous at all times

**Physical Demands:**

- Ability to work in a fast-paced environment and tolerate heat
- Ability to spend long hours moving around, walking, sitting, standing, kneeling, pushing, pulling, and lifting
- Frequent lifting and carrying of up to 35 lb
- Occasional ascending and descending stairs and ramps

Should this exciting opportunity interest you, please submit a cover letter and resume in confidence to:

Cabot Links  
Human Resources Department  
[careers@cabotlinks.com](mailto:careers@cabotlinks.com)