



Night Operations + Surveillance

Full time or Part time

Job type: Full-Time or Part-Time

Work hours: 10pm to 6am

Probation period: 6 months

Salary: \$22/hour initially during training (at least 3 months), then \$23/hour

Reports to: Reception Management Team

Position Summary

The Night Operations Team Member is responsible for ensuring the safety, security, and smooth operation of the property during overnight hours. This role focuses primarily on surveillance, regular property monitoring, guest safety, and responding to overnight operational needs.

Working closely with the Reception Management Team and the Night Receptionist, this position provides support when required, including assisting with reception during busy periods or exceptional situations. The team member is also expected to take initiative by identifying and completing light maintenance tasks, operational improvements, and general property upkeep without always requiring direct instructions. The role also includes preparing the breakfast and ensuring everything is ready for the morning team and arriving guests.

Job responsibilities include but are not limited to:

- Monitor security cameras, building access, and overall guest activity
- Conduct regular patrols of the property and ensure a safe environment for guests and staff.
- Respond to security concerns, guest issues, emergencies, and incidents when required.
- Document and communicate important overnight events to the Reception Management Team.
- Identify and complete light maintenance tasks and report any larger maintenance concerns.
- Help maintain the overall cleanliness, organization, and condition of the property.
- Prepare the breakfast buffet (baking, setup, restocking, ensuring the space is ready for morning service)
- Assist the reception team during busy periods when additional support is needed.
- Complete overnight operational tasks to ensure a smooth transition for the morning team.

The ideal candidates will possess:

- Strong multitasking abilities and the capacity to manage different situations calmly.
- A true team player who supports colleagues and contributes positively to the overall operation.
- Proactive mindset with the ability to identify what needs to be done and take action without waiting to be asked.
- Reliable, responsible, and able to work independently.
- Good communication and problem-solving skills.
- Professional attitude with a strong focus on guest safety, service, and maintaining high property standards.

Requirements:

- fluent in French and English to be able to communicate with local and international guests
- It is mandatory to have a valid work Visa for Canada.
- Experience: Customer service: 1 year (preferred)