



Contract of Employment

1. **Between:** **North Haven Resort**
(Employer) Utik Lake, Manitoba

And:
(Employee)

2. **Term of employment**

May to September

3. **Position of Housekeeper, Laundry**

Duties will include but not be limited to:

- To ensure all towels are changed, beds are made and general clean up of all guest cabins are done daily.
- To make sure all guest cabins have a plate of cookies on the table after fishing.
- To make sure when guests check in that all cabins have cookies, fruit and cheese tray and a note from the Management.
- To check the guest cards left on the tables at night in order to make sure the guests are getting everything they need.
- To help out in the kitchen and to help the servers when needed.
- To ensure that there is no garbage left around the cabins on a daily basis.
- To make sure all of the laundry is done for the guests.
- Check the cabins for laundry bags that the guests might want to have cleaned for the next day

4. **Salary**

The Employee's Salary will be based on experience and will be paid bi-weekly.

5. **Hours of Work**

A normal work day will be from 7:00 am until cabin cleaning is complete.



6. Disciplinary Procedure

If the Employer believes that the Employee has acted in an unfit way in the course of carrying out their duty, or the Employee brings the Employers business into disrepute, the Employee will face disciplinary action. Disciplinary action may range from verbal or written warning to immediate dismissal of the Employee.

7. Room and Board

North Haven Resort will provide the Employee with housing and all meals for the duration of the contract.

8. Notice of Termination

Either party may terminate employment with 4 weeks written notice. There are exceptions to the rule, where notice is not required, such as when dismissal is for gross misconduct or where constructive dismissal takes place.

9. Drug and Alcohol

North Haven Resort has a strict policy of no drugs or alcohol for all Employees and failure to comply with this will result in immediate dismissal and termination of employment contract.

North Haven Resort, Inc

Ryan Smith
General Manager North Haven Resort