

HOUSEKEEPING SUPERVISOR

Housekeeping Supervisor Job Description:

We are looking to hire an experienced housekeeping supervisor to oversee all duties performed by our housekeeping staff. Ultimately, an exceptional housekeeping supervisor should have excellent management skills and be able to ensure that housekeeping operations run efficiently.

Housekeeping Supervisor Responsibilities:

- Assigning housekeeping tasks to staff and inspecting work to ensure that the prescribed standards of cleanliness are met.
- Scheduling staff shifts and organising replacements as required.
- Investigating and addressing complaints regarding poor housekeeping service.
- Providing training to the housekeeping staff.
- Regularly taking inventory of cleaning supplies and ordering stock as needed.
- Issuing cleaning supplies and equipment to housekeeping staff as needed.
- Performing various cleaning duties in instances of staff shortages.

Housekeeping Supervisor Requirements:

- Proven housekeeping or hospitality experience.
- Working knowledge of housekeeping.
- The ability to multitask.
- Excellent organisational and time management skills.
- Exceptional customer service skills.
- Effective communication skills.

INTERESTED IN APPLYING?

Please email your contact details and CV to Angela Flynn, HR Manager
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