

Accommodation Supervisor

Position Summary

To assume all duties and responsibilities of the Executive Housekeeper in her absence as well as to assist the Executive Housekeeper on a daily basis.

Essential Functions:

- Monitors and maintains level of cleanliness in rooms, storage areas, restrooms and public areas.
- Monitors job performance pertaining to the level of cleanliness.
- Maintains room quality as per check list.
- Enforces standard procedures for the acceptance, security and return on guest lost and found items.
- Conducts inventories of linen, supplies and equipment as required.

Minimum Requirements:

- Previous accommodation experience.
- Previous leadership experience in a 3/4/5 star hotel.
- Ability to communicate in English with guests, co-workers and management to their understanding
- Ability to provide legible communication

Preferred Requirements:

- Previous accommodation leadership experience preferred.
- University Degree preferred.