



HIRING HOUSEKEEPING SUPERVISOR

JOB DESCRIPTION

Supervise the day to day operations within housekeeping to facilitate a smooth experience for the guest and all Wyndham standards are being met. Assign duties, inspect work, and investigate complaints regarding housekeeping services and equipment and take corrective action. May purchase housekeeping supplies and equipment, take periodic inventories, hire applicants, train new employees, and recommend dismissals.

Job Tasks:

- Assigns employees their daily task sheets and inspects rooms to make sure all standards of cleanliness are being met.
- Perform cleaning duties in rooms and general public spaces alongside the housekeeping team.
- Work and communicate openly with the Housekeeping Manager.
- Communicate efficiently with other departments
- Investigates complaints regarding housekeeping services and take corrective action..
- Inventory and purchase stock to ensure adequate supplies.
- Make recommendations to improve services within the department.
- Prepare payroll reports.
- Examines building to determine need for repairs or replacement of furniture or equipment, and makes recommendations to management.
- Conduct orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
- Attends staff meetings
- Establish standards and procedures for work of housekeeping staff.

Abilities Required:

- Previous housekeeping knowledge.
- Oral Expression/Comprehension - the ability to communicate information clearly and ideas in speaking so others will understand. The ability to listen to and understand information and ideas presented through spoken words and sentences. While maintaining your composure.

All interested candidates are to submit their resume to Shannon Gareau in person or by email.

gareau@cornwallramada.com