

## **The Assistant Housekeeping Manager**

We are currently searching for an experienced Assistant Housekeeping Manager to join our team. The role involves leading and inspiring a diverse workforce and to support the Housekeeping Manager in maintaining exceptional standards of cleanliness and presentation throughout the Resort. This includes our busy 84-bedroom Hotel and 70+ Self-catering properties. The successful candidate will assist the Housekeeping Manager in managing personnel and expenses budgets.

The role will include evening and weekend work.

### **Role and Requirements:**

- Excellent attention to detail and customer service skills, as well as be able to work in a fast-paced environment.
- Demonstrates an understanding of the technical service skills for the Housekeeping area.
- Is aware of and puts into practice Health and Safety procedures.
- Demonstrates excellent time keeping and completes duties assigned.
- Inspects all areas of the Resort including Hotel and Self-catering properties.
- Hands over to the evening Housekeeper at the end of shift.
- Updates and communicates daily records of attendance, sickness and absentees.
- Records spring cleaning, linen changes, etc.
- Carries out daily checks to ensure that all equipment and lighting is working properly.
- Looks after all equipment and facilities with care in order to minimise wastage and damages.
- Adapts to the role and responsibilities of the Housekeeping Manager in their absence.
- Ensures everything is ready for guests quickly and correctly.
- Assists in the planning, training and development of Housekeeping personnel.
- Be able to work autonomously and as part of the team, reliable and dedicated.
- Have a proven experience in a similar position in a Hotel/Resort/Complex of comparative size.
- Have knowledge of linen inventory and stock keeping of guest amenities and cleaning supplies.