

# Housekeeping Supervisor

**Rosedon Hotel requires a Housekeeping Supervisor.**

This position will supervise, train and inspect the quality of work for our Guest Room Attendants, House persons, Public Area Attendants and Laundry staff, ensuring that all procedures and work is completed to the hotel's standards. The successful applicant must be able to ascertain performance levels of staff and provide training to ensure a high level of service. A key aspect of this position will be inspecting guest rooms to ensure standards are being maintained. This position will report directly to the Director of Rooms.

## **Essential:**

- Previous Housekeeping Supervisory experience in a 4 diamond hotel housekeeping department is required.
- Proven skills in employee training and development
- Working knowledge of all other departmental hotel operations
- Proven track record of organizational skills, excellent time management and the ability to plan and direct the daily operations of a busy department
- Ability to work with property management system/computers – preference will be given to candidates with experience of Room Master Property Management System
- Computer Skills - knowledge of Excel an asset
- Knowledge of proper cleaning techniques and chemical handling
- Knowledge of developing and implementing purchasing and inventory controls of all housekeeping and laundry supplies and equipment
- Ability to work split shifts, evenings, weekends and public holidays

This is a physically demanding position, as it requires daily inspection of all public areas, guest rooms and hotel grounds.

**Closing date: June 20, 2018**

Please apply in writing: Rosedon Hotel, PO Box HM 290, Hamilton HMAX

Email: [nagma@rosedon.com](mailto:nagma@rosedon.com) or

Drop off at: Rosedon Hotel front desk, 61 Pitts Bay Road, Pembroke

Rosedon Limited like other establishments in Bermuda has a 'Drugs and Alcohol Don't Work Here Policy' and is an equal opportunity employer.

*Rosedon Hotel*

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