



Executive Housekeeper

A hospitality professional is required to fill this “hands on” position in the housekeeping and laundry departments for The Reefs Hotel & Club to ensure smooth and flawless execution of the daily operation and the highest standards of cleanliness, safety and comfort for all visiting guests and Owners.

Responsibilities include but are not limited to:

Management of daily operations of Housekeeping and Laundry Department, Recruitment, training and continuous development of staff, Preparation and monitoring of budgets, payroll and capital expenditures, Purchasing and inventory controls of all housekeeping and laundry supplies and equipment, Act as Manager on Duty

Pre-requisites for this post:

Minimum of 3 years’ experience as an Executive Housekeeper within a four or five star establishment. Preference will be given to candidates with housekeeping management experience in a multi complex establishment. Working knowledge of all other departmental hotel operations. Proven track record of organizational skills, forward thinking, 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 Springer Miller Property Management System. Computer Skills - knowledge of Excel an asset. Knowledge of proper cleaning techniques and chemical handling. Willingness to work split shifts, evenings, weekends and public holidays. Proven record of success in employee and union relations.

This is a physically demanding position, as it requires daily inspection of all public areas, guest rooms, Private Residence Club and cottages on a 7 acre property.

Housekeeping Supervisor

We are looking for a friendly, dynamic individual to join and enhance The Reefs’ team who is able to offer outstanding customer service, and is flexible to work shifts, weekends and public holidays.

This position will supervise, train and inspect the quality of work for our Guest Room Attendants, House persons and Laundry, ensuring that all procedures and work is completed to the hotel’s standards. A 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 and public areas to ensure standards are being maintained. This position will report directly to the Director of Rooms. Applicants must be physically fit, energetic and able to work with minimal supervision. Must be computer literate. Previous supervisory experience in a housekeeping department is required.

If you are vibrant, possess lots of energy, willing to go the extra mile and have a love of tourism and Bermuda – please apply.

Please collect an application from our Front Desk at

56 South Shore Road Southampton

or contact gadminasst@thereefs.bm Closing date December 2, 2021

Please include two employment and character references

The Reefs like other establishments in Bermuda has a ‘Drugs and Alcohol Don’t Work Here Policy’ and is an equal opportunity employer.