



Executive Housekeeper

Amara Sanctuary Resort Sentosa, SINGAPORE

Date Posted: 18 May 2017

Apply By: 17 June 2017

| **Department:** Housekeeping

| **Employment Type:** Full Time

JOB SUMMARY:

Responsible for planning, organizing and supervision of the cleanliness and maintenance of the Resort.

RESPONSIBILITIES:

1. To ensure that department adheres to all resort's policies and procedures.
2. Initiate and maintain effective communication between the department and all other operating departments.
3. Utilize manpower effectively by delegating tasks effectively.
4. Develop standard procedures for daily activities.
5. Regularly inspect work being performed and ensure that standards are being met and maintained.
6. To supervise, guide, schedule, discipline and evaluate all staff in areas of responsibilities.
7. Inspect quota of rooms weekly.
8. Inspect public areas daily.
9. Periodically conduct physical inventories to ensure par stock for items.
10. Conduct meetings with staff on a regular basis.
11. Conducting performance review of department staff and provide honest feedback on their respective performance.

JOB REQUIREMENTS:

1. Support and uphold the company mission, vision and values.
2. Maintain the highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Management and leadership experience in a team or group environment.
4. Meticulous, detailed and neat in work habits.
5. Excellent communication skills.

QUALIFICATIONS & EXPERIENCE:

1. A minimum of Diploma in Housekeeping Services from Shatec or equivalent institution.
2. Minimum 8 –10 years of Housekeeping experience inclusive of 2 to 3 years of Housekeeping management experience.
3. Possess knowledge of Housekeeping functions in hospitality environment.

SPECIAL REQUIREMENTS:

1. Willingness to travel to Sentosa.
2. Occasional exposure to outdoors and weather.

**Interested applicants may email their resume to
career@amarasanctuary.com**