



ASSISTANT EXECUTIVE HOUSEKEEPER (PUBLIC AREA & LANDSCAPING)

Amara Sanctuary Resort Sentosa, SINGAPORE

Date Posted: 28 June 2017
Apply By: 27 July 2017

Department: Housekeeping
Employment Type: Full Time

JOB SUMMARY:

To support the Executive Housekeeper in Housekeeping operations ensuring the public areas, back-of-house areas and landscapes are cleaned and maintained in accordance with the Resort's standards.

JOB RESPONSIBILITIES:

1. Ensure cleaning of public areas and back-of-house areas are assigned to Housekeeping staff.
2. Ensure cleanliness of toilets in public areas, staff areas and entire resort.
3. Ensure the upkeep and maintenance of the Resort landscape.
4. Manage outsourced vendors for landscape, pest control and public area.
5. Oversee the decoration of buggy for wedding shows.
6. Plan cleaning roster.
7. Monitor and perform inventories, ensuring adequate cleaning supplies.
8. Assist the Executive Housekeeper in developing and implementing the Preventive Maintenance plan.
9. Constantly seek newer method techniques, equipment and materials that will improve the overall operation of the divisions and provide a more efficient operation at a reduced cost.
10. Maintain clear and efficient communication and coordination with the Front Office and other departments of the Resort.
11. Conduct On-the-Job training for new and existing staff
12. Responsible for the daily supervision of direct and outsourced staff

Others

13. Perform any other duties as assigned by Management
14. Cover the duties of Assistant Executive Housekeeper (Rooms)
15. Cover the Executive Housekeeper's duties in her absence

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. Have a pleasant personality
4. Experience in costing
5. Working knowledge of MS Word and Excel and Hotel systems
6. High level of problem solving and decision making ability
7. Strong interpersonal skills to deal with vendors and guests
8. Good knowledge in Housekeeping, landscaping and pest control.
9. Good organisational skills to function effectively under time constraints and within established deadlines.
10. Good leadership skills.

QUALIFICATIONS & EXPERIENCE:

1. 5 years of Housekeeper experience with supervisory experience.
2. Experience in managing outsourced vendors would be preferred
3. Candidate with supervision skill will recognize for Managerial Role.

SPECIAL REQUIREMENTS:

1. Willingness to travel to Sentosa.
2. Occasional exposure to outdoors and weather.
3. Frequent standing and walking.

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