



Casual Housekeeping Supervisor

Between 25 to 30 hours per week

Duties and responsibilities:

- Oversee housekeeping team during shifts, ensuring quality and efficiency in daily operations
- Guarantee room readiness and efficiency, focusing on optimizing work output
- Maintain exceptional cleanliness in both private and communal spaces, prioritizing hygiene
- Address special cleaning needs and cater to guest-specific requests promptly
- Assign tasks among cleaning staff, facilitating effective workload distribution
- Provide necessary training to enhance the skills of cleaning personnel
- Direct staff to meet operational targets throughout shifts
- Evaluate room cleanliness to uphold superior quality standards
- Ensure timely availability of accommodations for incoming guests
- Respond promptly to guest needs, resolve inquiries, and manage feedback
- Supervise the proper disposal process for waste and soiled linens when necessary
- Collaborate with maintenance and front office to maintain seamless operations

Skills and experience:

- At least 1 year of experience required
- Demonstrate excellent communication, interpersonal, and time management skills
- Show quick thinking and adaptability to maintain smooth daily operations