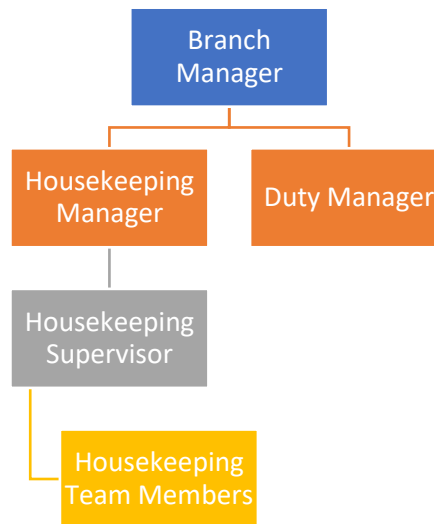


Title: Housekeeping Supervisor

Reports to: Housekeeping Manager and Duty Manager



Role and Responsibilities

To support the Housekeeping manager and Duty Manager in the smooth and cost effective running of the housekeeping department.

Role and responsibility

- Organise staff rotas
- Supervise housekeeping team
- Authorise time sheets
- Deal with staff issues and concerns
- Organise and facilitate staff training
- Liaise with bookings department
- Liaise with ops support regarding maintenance issues
- Manage daily guest arrivals
 - Key management and audits
 - Pass/ Permits management
 - Check-ins
 - Cleans
 - Meet & Greets
- Manage the cleaning checklists
- Manage in house laundry
- Oversee bedding bags for each property
- Calculate quantity of bedding required for contractors
 - Arrange collections and deliveries
- Carry out cleaning/site inspections



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- Stock management
 - Purchasing
- Inventory management
- Recruitment and on-boarding of new staff in the housekeeping team
- Attend management and ops meetings

This job description is not exhaustive but is provided to assist the postholder to know what their main duties are. It may be amended from time to time without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder.