



HOUSEKEEPING SUPERVISOR

REF. NO. 1207

About us

Situated in a stylish neighbourhood in London, this hotel boasts style, eminence and luxury with, with attention to details, giving it a unique historic atmosphere.

Your responsibilities

The Housekeeping Supervisor intern is responsible for all aspects of the operation at the Housekeeping Department during the shift and has to report to the head of housekeeping.

In addition the Housekeeping Supervisor is responsible for the constantly optimate communication between the different department in case of hotel and bar guest requirements.

The Housekeeping Supervisor has overall responsibility for ensuring that the unit is operated and maintained to maximize profitability while ensuring that company's standards, policies and procedures are adhere to.

- Oversee the daily operations of the housekeeping department
- Lead and motivate the team, Staff training
- Coordinate the cleaners and prepare the room list for the cleaner
- Conduct daily briefings to the housekeeping team
- Check completed bedrooms with an eye for detail, to ensure they are cleaned to the required company standards
- Identify and report design issues and maintenance faults to the correct department
- Liaise with the Reception department as to which rooms have being completed
- Report clean rooms before 2pm daily
- Create the daily checklists for the Room Attendants and Linen Porters
- Forecasting for the department
- Stock control and ordering
- Spreadsheet organization in cooperation with the Laundry company
- Conduct regular stock control and process orders.
- Ensure the Housekeeping department, office, storage and cloakrooms are clean and tidy

PRAKTIKUM IN LONDON



Duration of the internship

6 months

Location

London

Financial support

No remuneration

Working hours

The Housekeeping Supervisor is expected to work a minimum of 5 days per week at the reception.