



**INTERNAL JOB POSTING
HOUSEKEEPING SUPERVISOR
*Super 8 Langley, British Columbia***

Department: Housekeeping

Reporting to: General Manager

BASIC RESPONSIBILITIES:

The successful candidate will be responsible for the highest quality of cleanliness within the hotel through directing and coordinating the housekeeping operation in accordance with hotel standards. Duties include, but are not limited to the following:

- Provides a clean, well-maintained hotel by supervising the laundry and housekeeping operation and ensuring Super 8 standards and met.
- Manage the departmental scheduling, hiring, training and performance management.
- Meets and exceeds customer expectations by ensuring the Housekeeping Department provides superior service and teamwork
- Assures the Housekeeping Department operates within the approved budget by controlling labour costs and inventory costs, and participating in the departmental budget
- Utilizes leadership skills and motivation techniques in order to maximize employee productivity and satisfaction
- Cleans rooms and other areas as required

SKILLS, ABILITIES AND QUALIFICATIONS:

The successful applicant must have the ability to plan, prioritize, and complete multiple projects in a timely manner. Must be bilingual in both official languages, with good communication skills and be a team player, while being capable of working independently. Preference will be given to persons with 3 or more years of hotel supervisory experience, and experience with national or international hotel brands.

If you are interested in the above position, please submit your resume to:

Sufean Khan

General Manager

Super 8 Langley

Fax :604-856-8229

gm@super8langley.com

Deadline for Application: Tuesday, July 14, 2008