



HOUSEKEEPER MANAGER
Saint John, New Brunswick

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
- 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. They must have good communication skills and be a team player, while being capable of working independently. Preference will be given to persons with 5 years or more hotel supervisory experience, a minimum of 2 years housekeeping supervisory experience, and experience with national or international hotel brands. Experience as a room checker is required.

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

Glenda Cook MacLean
General Manager
Hampton Inn Saint John
51 Fashion Drive,
Saint John, N.B.
cell: 506-639-9554
email: gm@hamptoninnsaintjohn.com

DEADLINE FOR APPLICATIONS: MONDAY, JULY 14, 2008