



Slave Lake, Alberta

INTERNAL JOB POSTING

Housekeeping Supervisor

Department: Housekeeping

Reporting to: General Manager

BASIC REPONSIBILITIES:

Under the supervision of the General Manager, assists in the day-to-day management of all Housekeeping functions to ensure hotel cleanliness standards are met and exceeded.

- Conducts room inspections to and determine if and where additional training is needed, and to ensure that quality assurance and cleanliness standards are being maintained.
- Provides some new hires with an orientation that includes: an overview of the hotel, specific departmental responsibilities, and an outline of the policies, procedures and Pacrim standards for Housekeeping.
- Provides a clean, well-maintained hotel by supervising the laundry and housekeeping operation.
- Utilizes effective leadership skills and team motivation techniques in order to maximize employee productivity and satisfaction.
- Ensure staff adheres to departmental and company policies including Health & Safety and WHIMIS.
- Maintaining employee satisfaction and acting as a liaison between line staff & management.
- Monitoring the quality of employee performance and participate in the evaluation, coaching and discipline of employees, when necessary.
- Performing administrative duties as assigned.
- Performs room attendant duties as necessary.

SKILLS, ABILITIES & QUALITIFICATIONS:

- Experience is an asset
- Proven abilities in guest service – friendly, prompt and professional reinforces the hotel experience.
- Able to effectively direct others and work independently with, and as an active team member.
- Excellent attention to detail and organizational abilities.
- Thorough knowledge of cleaning concepts and principles

Hours of Work:
Permanent Part time / Full Time

Rate of Pay: Negotiable

Number of Positions: 1

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

Mike Joostema
Phone: 780-849-3300
Fax: 780849-2667

Please note, as a general rule, Pacrim does not pay for relocation expenses.

DEADLINE FOR APPLICATIONS: July 9, 2010