



Housekeeping Supervisor

Job Responsibilities:

- Ensure all housekeeping duties are carried out in compliance with the Resort's standards.
- Supervision of department and conduct daily inspections of guest rooms, public areas, back-of-house and compounds of the Resort.
- Ensure all equipment and cleaning supplies used are in accordance with safety and security standards.
- Perform weekly inventory checks to ensure a sufficient supply of guest amenities, linen and uniform.
- Keep track of special requests of arriving guests and communicate efficiently with the Executive Housekeeper.
- Prepare daily room assignment reports.
- Update and maintain all housekeeping files and records.
- Conduct on-the-job (OJT) training for staff.
- Maintain cleanliness and tidiness of the Housekeeping Office.

Requirements:

- Minimum 3 years of working experience in the hotel industry.
- Team player and good supervisory experience.
- Guest-oriented and detailed focused.
- Has strong interpersonal skills.

To apply for the above position, please send your full resume to hr1.asrs@amarasanctuary.com

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