

THE FULLERTON

HOTELS AND RESORTS

Housekeeping Coordinator

The Fullerton Hotel Sydney - Australia

JOB RESPONSIBILITIES

- Accommodate and manage guest preferences and other requests for rooms.
- Allocate and manage room details (e.g. VD rooms, Opera queue rooms) for early starters and room attendants.
- Ensure timely preparation and distribution of Supervisor Allocations and extra amenity lists.
- Coordinate departures for status checks and update room occupancy counts, including adjustments for early departures, extra amenities and group arrivals.
- Serve as the primary liaison between room attendants and supervisory staff ensuring seamless follow-up on housekeeping tasks throughout the shift.
- Compile and update comprehensive reports on room status, DND rooms, smoking spreadsheets and other metrics.

JOB REQUIREMENTS

- Proven experience in housekeeping or related field
- Flexibility to work on a rotating roster including weekends and PM shifts
- Strong leadership and communication skills
- Exceptional attention to detail
- Ability to handle guest concerns professionally
- Knowledge of cleaning products and techniques
- Familiarity with safety and sanitation guidelines

To apply for the above position, please send your full resume to fsy.talent@fullertonhotels.com.