



## HOUSEKEEPING SUPERVISOR

Amara Sanctuary Resort Sentosa, SINGAPORE

**Date Posted:** 22 October 2018

**Apply By:** 21 December 2018

**Department:** Housekeeping

**Employment Type:** Full Time

---

### JOB SUMMARY:

Ensure guest rooms and public areas are well maintained in accordance to the standards of the Resort. Supervise room attendants and public area attendants, ensuring performance standards are achieved

### RESPONSIBILITIES:

1. Responsible for the daily assignment of guest rooms and public areas duties to the attendants.
2. Supervise the maintenance of cleanliness and neat appearance in the guest rooms and public areas and rectify any deficiencies immediately.
3. Respond to and follow through guest requests, concerns and problems to the guest's satisfaction.
4. Inspect guest rooms and public areas to ensure cleaning is carried out in accordance with the standards of the Resort.
5. Check room attendant's report and implement Preventive Maintenance plan.
6. Ensure all floor pantries are equipped with necessary supplies. (Requisitions to be raised for stocks that are low). Ensure pantries are neat, clean and locked at all times.
7. Report all maintenance deficiencies to Housekeeping office and record missing items into the Missing Record Book in the absence of the coordinator.
8. Ensure no room service trays are seen along the guestroom corridor and notify Room Service if there are trays to be cleared.
9. Report any guest illness immediately to Housekeeping office.
10. Check frequently the condition of service areas, staircases and ascertain if painting and cleaning are required.
11. Assist in monthly stock inventories and quarterly linen inventories.
12. Conduct On-the-Job Training (OJT) for new and existing associates.

### Others:

1. Perform any other duties as assigned by management

**JOB REQUIREMENTS:**

1. Support and uphold the company mission and core values.
2. Maintain high standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Perform tasks independently or with minimum supervision.
4. Good communication and interpersonal skills.
5. Have a pleasant personality.
6. Able to solve problem.
7. A strong team player.
8. Able to multi-task in a demanding environment.
9. Attentive to details.
10. Good housekeeping knowledge in room and public area cleaning, chemicals and pest control.

**QUALIFICATIONS & EXPERIENCE:**

1. Minimum equivalent of Secondary education.
2. Minimum 3 years of working experience as a Housekeeping Supervisor.
3. Prior working experience in Resort would be an added advantage

**SPECIAL REQUIREMENTS:**

1. Willingness to travel to Sentosa.
2. Occasional exposure to outdoors and weather.
3. Able to work on shifts, weekends and public holidays.

**Interested applicants may email their resume to  
[career@amarasanctuary.com](mailto:career@amarasanctuary.com)**