



## **Housekeeping Manager**

Hastings House is a lovely five-star Relais & Chateaux hotel on a 22-acre ocean-front property. The Housekeeping Department is at the heart of our team at Hastings House. We have an upbeat team and value each member, and guests appreciate the attention to detail every time they enter their room.

The Housekeeping Manager plays a key role within our management team.

### **Responsibilities:**

- Supervise and act as the team lead for a dedicated team of housekeepers
- Oversee inventory and ordering in conjunction with the management team
- Perform final inspections of suites prior to checkin
- Work in conjunction with the staff in our bright main-floor laundry and luxury guest suites
  - Housekeepers strip, clean, dust, and sanitize guest suites each day as guests depart with the care and attention befitting a five-star hotel
  - Ensure amenities in the guest suites are fully stocked or refreshed
  - Deliver welcome packages, special notes and gifts to guest suites as required
  - Perform stay-over service to refresh guest suites for guests staying multiple nights, which may include making-up pullout sofa beds
  - Clean and sanitize the common areas of the hotel, such as the reception, bathrooms, Manor House lounge et cetera

### **Qualifications:**

- Experience supervising others in a service or hospitality role
- A passion for hospitality and providing the perfect guest experience
- Ability to multitask in a busy environment
- A positive and proactive attitude
- Punctuality and professional appearance and attitude at all times

**Benefits:**

- Excellent remuneration relevant to experience
- Extended health benefits program available after three months of employment
- Beautiful executive staff housing available within walking distance to the hotel
- Room for advancement and career development