

HOUSEKEEPER TEAM LEADER FOR SEASON 2023

IN 5* HOTELS

ALTER EGO A.E. through the subsidiary company PARTNER HOTEL A.E. is the only company in Greece that offers complete Housekeeping services in 5* hotels. He owns up from 36 years of combined experience and knowledge in the field of housekeeping and facility management services. RH's partners are groups with a leading role in Greece and Italy in the field of hospitality management services.

The company offers innovative services to international and local hotel businesses in Hellas. Our human resources attend a series of trainings that he pronounces knowledge, expertise, pioneering role in its field and development, which is redeemed immediately. The our people enjoy the Reliability of our Group.

We are looking for a professional Housekeeper Team Leader to join our team and work with us in 5* hotels that belong to a large Hotel Group throughout Greece.

Duties:

- Leads and inspires the Housekeeping team to deliver a high level of service
- Manages the daily communication between the hotel and the Housekeeping team and the management team of Partner Hotel
- Ensures the implementation of Housekeeping policies, standards and procedures hotel
- Draws up the daily cleaning schedule, and prepares reports related to working hours, annual leaves and days off of staff
- Checks the observance of the staff schedule, their appearance and supervises them result of his work
- Trains staff in order to improve their performance (on the job training)
- Checks the rooms and common areas and delivers them to the reception
- Maintains department records
- Manages the project with a specific Budget
- Takes care of the timely supply of consumable and non-consumable materials
- Collaborates with the reception and the Executive Housekeeper regarding arrivals, customer departures, room changes, etc.
- Works with the maintenance department for any damage or breakdowns
- Ensures that all facilities and equipment of the hotel under its responsibility are in good condition
- Works with the Head of the linen store for the excellent appearance of the clothing but and for the replacement and repair of the damaged

- Takes regular inventory of floor department equipment and materials

Necessary qualifications:

- Minimum of 2 years of experience in a similar position in a 4* or 5* hotel
- Satisfactory level of English
- Organization and management skills
- Experience in staff training
- Teamwork, adaptability, positive attitude
- Orientation to quality customer service