

## HOUSEKEEPER TEAM LEADER SEAZON 2023

ALTER EGO A.E., towards its subsidiary company PARTNER HOTEL A.E., is the only company in Greece that offers comprehensive Housekeeping services in 5\* hotels. PH has over 36 years of combined experience and knowledge in the field of Housekeeping and Facility management services. PH'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 Greece. Our staff follows a series of trainings that provide knowledge, expertise and a pioneering role in their field and development, which they can redeem immediately. Our people highly appreciate the Reliability of our Group.

We are currently looking for a professional Housekeeper Team Leader to join our team and work with us in 5\* hotels around Greece.

### Responsibilities & Tasks:

- Lead and inspire the Housekeeping team to deliver a high level of services
- Manage the daily communication between the hotel, the Housekeeping team and the management team of the Partner Hotel
- Ensure the implementation of the hotel's Housekeeping policies, standards and procedures
- Drawing up the daily cleaning schedule, and prepares reports related to the working hours, annual leaves and days off of the staff
- Checking the observance of the staff schedule, their appearance and supervises the result of their work
- Able to train staff in order to improve their performance (on the job training)
- Checking the rooms and common areas and delivers them to the reception
- Maintaining department records
- Manage the project with a specific Budget
- Taking care of the timely supply of consumable and non-consumable materials
- Collaborating with the reception and the Executive Housekeeper regarding customer arrivals, departures, room changes, etc.
- Working with the maintenance department for any damage or breakdowns
- Ensuring that all facilities and equipment of the hotel under its responsibility are in good condition
- Collaborating with the Head of the linen store for the excellent appearance of the clothing as well as for the replacement and repair of the damaged
- Accountable for taking regular inventory of floor department equipment and materials

### Skills and Experience:

- Minimum of 2-3 years of experience in a similar role is a prerequisite
- Organization and management skills
- Experience in staff training
- Teamwork, adaptability, positive attitude
- Orientation to quality customer service

### What's in it for you?

- Attractive salary package
- Provision of seasonal accommodation and food
- Continuous training and seminars for the development of skills through new methods and technologies



- Absorption opportunities in other city hotels throughout the year
- Dynamic and pleasant environment
- Opportunities for professional development within the company

Please send your CV to [career@alter-ego.gr](mailto:career@alter-ego.gr)

AD CODE: HOUSEKEEPER LEADER\_ 2023

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