



Job Title	Housekeeping Supervisor
Location	aha Harbour Bridge Hotels & Suites, Cape Town
Objective	Manages the Housekeeping Department efficiently in accordance with company policies and procedures. Ensures the prescribed company standards are maintained in all areas of responsibility
Key Areas	<ul style="list-style-type: none"> • Ensures that total guest satisfaction is maintained in the areas under Housekeeping control. • Identify and implement staff training schemes aimed at ensuring that the company's operating standards are achieved. • To control and coordinate the work of all the staff under the direction of the Executive Housekeeper. • Ensures that all operational equipment and work utensils are maintained in good working order. • Ensures that bedrooms are serviced timeously in order to maximize room occupancy. • Responsible for the master keys and security of the rooms and suites. • The Housekeeper is responsible for the operation of the Housekeeping Department and will direct the following the Room Attendants, Laundry Attendants and Valets \ Laundry service • Ensures that all reports associated with the department are produced on time and are accurate. • Prepares Room Attendant rosters, duty lists and time sheets. • Check room status reports and reports any discrepancies to the Front Office Manager. • Reports any required repairs to the Guest service department, Maintenance Department and ensures that they are completed timeously • Checks rooms, linen cupboards and all areas cleaned by the Housekeeping staff have been completed in accordance with company standards. • Is aware of the company policies and procedures and is knowledgeable in those aspects, which relate to the Housekeeping Department. • Handles lost property and ensures that it is kept safe until claimed and returned. • Monitors training requirements of the staff under the Housekeeping Supervision constantly and implements regular training programmes. • Interviews potential staff for this area of the Hotel • Is responsible for and supervises the standard of cleanliness and hygiene in the areas under the Executive Housekeeper's control
<ul style="list-style-type: none"> • MINIMUM REQUIREMENTS 	<ul style="list-style-type: none"> • COMPETENCIES



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| <ul style="list-style-type: none">• Grade 12 / Matric• Housekeeping management certificates / Hospitality management qualification.• Hospitality experience would be an added advantage• At least (5) years working experience into the housekeeping would be an added advantage | <ul style="list-style-type: none">• Customer Orientation• Teamwork & Cooperation• Results Orientated• Planning & Organising• Ability to work under pressure• Learning Orientation |
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Please take note of the following before applying:

- Do not send your CV / apply if you do not meet the minimum requirements
- Transferring will have to be negotiated with your current manager
- Only candidates that meet the above requirements will be contacted Should you not be contacted by HR within 1 week after the closing date, please consider your application unsuccessful.
- Preference will be given to individuals that meet the Company's EE targets as set out in our employment equity plan

Please send your updated CV to MillerK@aha.co.za on or before the **10th September 2024**.