

HOUSEKEEPING SUPERVISOR

Join one of the most dynamic teams on the island and work at some of Malta's most prestigious venues.

The Corinthia Palace Hotel & Spa is recruiting a **Housekeeping Supervisor**, who will report directly to the Rooms Division Manager. This position requires an individual with a proven track record within the hospitality industry.

The ideal candidate will:

- Assist the Rooms Division Manager in the daily sequence of operations.
- Manage the allocation of work for the Room Attendants, Housemen and Linen Attendants.
- Responsible for issue and acceptance of keys.
- Supervision of the Housekeeping team members and cleaning companies.
- Carry out routine inspections in all housekeeping areas.
- Supervise contractors in order to ensure that their contracts are fulfilled.
- Responsible for housekeeping measures which serve the health and safety of personnel and guests, such as administration of the lost property office, key control, safety and security and emergency measures.
- Pass on repairs to the Maintenance department and check that the orders have been carried out.
- Responsible for the Housekeeping stores, requests from the stores and ordering.
- Support during stocktaking.
- Assist in monitoring departmental costs.
- Pass on information on housekeeping matters to other departments, in particular to the Maintenance and Front Office departments.

The ideal candidate will:

- Have a pleasant personality and professional disposition
- Be logical, accurate and able to handle multi-tasking
- Be fluent in English and preferably another Language



CORINTHIA

PALACE HOTEL & SPA

MALTA

- Have excellent verbal and written communication
- Have previous experience in a similar position

To be considered for above role please click 'apply' to be directed to our website to complete the online questionnaire.