



THE FULLERTON HOTEL
SINGAPORE



Executive Housekeeper

- Plan, recommend and develop on job training for housekeeping staff.
- Regularly evaluate staff performance and provide recommendations for transfers and promotions.
- Co-ordinate and communicate effectively with other departments as well as within the department.
- Keep all employees informed on significant aspects of the hotel, communicating with all levels of staff.
- Carry out daily inspection of the hotel in all areas and to ensure the housekeeping standards are maintained to the highest level.
- Develop standard procedures for routine tasks so as to enable employees to develop consistent work habits.
- Establish inventory records and control of cleaning supplies, chemicals, and guest supplies, Rooms and F & B linens.
- Conduct inventory of the Rooms and F&B linen together with the Finance department.
- Effectively schedule staff so as to maximize the manpower available.
- Co-ordinate closely with the Engineering Department for any maintenance works to be carried out.
- Oversee the smooth operations in the Linen/Uniform Room and Laundry.
- Ensure that laundry services are of the highest quality for hotel guests, and staff uniforms.
- To ensure that the floral arrangements are of good quality and aesthetically pleasing to the eyes, in all areas of the hotel.
- Liaise with and co-ordinate the works of the housekeeping contractors.

Requirements :

- At least 5 years of relevant experience
- Effective Communication Skills
- Develop and maintain a high standard of excellence
- Able to work independently

To apply for the above positions, please send your full resume to careers@fullertonhotel.com.