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# Housekeeping Room Attendant Supervisor

**Posted by:** Sunshine Inn Executive Suites

**Location:** Terrace

**Salary:** \$27.33 Per Hour

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## Job Details

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**Job ID**

NCJ5804439

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**Posting Date :** 02-Oct-2024

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**Expiry Date :** 31-Mar-2025

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**Education :** College degree or diploma in Hotel Management (Hospitality)

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 2 years

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**Job Type :** Full Time

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## Job Description

Grow your career as part of a rapidly growing company with plenty of opportunity. Take responsibility work in a fast-paced dynamic environment where you are trusted to make important decisions.

**JOB REQUIREMENTS:**

- Education: College degree or diploma in Hotel Management (Hospitality)
- Experience: 2 years or more previous experience in Housekeeping Room Attendant

- Good communication skills are an asset
- Workplace Hazardous Materials Information System (WHMIS) is an asset
- Able to deal with people sensitively, tactfully, diplomatically, and professionally always
- Professional appearance and manners

**DUTIES:**

Supervise and coordinate the work of Housekeeping Room Attendants

Inspect facilities to ensure established safety and cleanliness standards are met

Recommend or arrange for additional services required such as painting, repair work, renovations or replacement of furnishings and equipment

May perform certain cleaning duties and co-ordinate, assign and review work

Ensure smooth operation of computer systems, equipment, and machinery, and arrange for maintenance and repair work

Establish work schedules and procedures and coordinate activities with other work units or departments

Hire and train staff in job duties, safety procedures and company policies

Requisition materials and supplies

Resolve work-related problems and prepare and submit progress and other reports

**APPLICABLE SKILLS:**

- Excellent customer relations.
- Must have time-management skills.
- Adaptable to change and be able to handle multiple priorities under pressure.
- Eager and focused to exceed guest expectations.

Wages: \$27.33 per hour usually work between 35 to 40 hours per week

Language: English

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**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hr.sunshineinn@gmail.com](mailto:hr.sunshineinn@gmail.com)**

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