

# DRYCEKEEPING SUPERVISOR

## HOUSEKEEPING

### ON A DAILY BASIS, YOU WILL...

- Be a gatekeeper of the Hotel Dryce experience before, during, and after a guest stay
- Take pride in delivering memorable and personalized guest experiences for a 21-room boutique hotel
- Be in charge of supervising a small team, including, on-boarding, training, and off-boarding, while actively performing your own housekeeping duties
- Responsibly spend the Drycekeeping monthly budget through supply ordering, maintenance, and team surprise and delights
- Oversee the organization of the hotel's housekeeping scheduling and procedures to ensure that the establishment's cleanliness standards are maintained and respected
- Clean, dust, disinfect, replenish, and refresh guest rooms, washrooms, and common areas
- Oversee the quality control of hotel linen and housekeeping tools
- Maintain the proper disposal of trash and soiled linen
- Coordinate and supervise daily operations as well as perform room inspections
- Organize and execute periodic to deep cleaning projects
- Monitor and report the evolving condition of furniture and equipment
- Ensure the general cleanliness of hotel grounds and enable a welcoming, safe, and clean environment for guests and staff
- Carry out requests in an assured, hands-on manner proactively
- Maintain a compliant work climate with open communication, kindness, respect, trust, and harmony
- Collaborate cross-departmentally with our reception, bar, and leadership team
- Perform any other tasks to ensure smooth operation of the hotel and oversee the safety and the tranquility of the hotel

### YOU ARE ALSO INVOLVED IN...

- Optimizing the quality of the product along with the leadership team
- Keeping the product inventory up to date and submitting orders within budget
- Ensuring that the tasks meet the standards of health and safety at work
- The hiring, training, scheduling, and evaluation of team members
- Planning, leading, organizing, and performing deep cleaning

### IN YOUR PROFESSIONAL LIFE, YOU ARE A(N)...

- Customer-oriented with a selfless nature, positive mentality, and diplomatic disposition
- Open communicator who can professionally and warmly express your thoughts with leadership and team, especially when dealing with sensitive topics or concerns
- Courteous and able to display politeness with guests and team
- Proactive problem solver who take initiative and ownership over tasks
- Leader with attention to detail and concern for a job well done
- Great teacher with the ability to positively motivate and support a team
- Experienced hospitality worker with supervision, inspection, and housekeeping background
- Master problem solver and a timely decision maker
- Skilled leader in defining priorities and demonstrating autonomy
- Action-oriented and results-driven
- Knowledgeable on cleaning products and methods
- Versatile learner, and leads by doing
- Able to move, lift, carry objects weighing less than or equal to 40lbs without assistance
- Team player with flexible availability to work on weekends, during call-outs, and be on-call for night audit emergency support

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