

HOUSEKEEPING MANAGER

- EMPLOYER'S NAME: Regalia Hotel Group
- JOB LOCATION: Suzhou or Shanghai
- POSITION: Full Time
- MANAGEMENT EXPERIENCE REQUIRED: At least three (3) years supervisory experience
- PROPERTY TYPE: Serviced Residences or Resort depending on the needed posting
- JOB DESCRIPTION:
 1. Plans and coordinates all housekeeping programs with department employees
 2. Interviews and makes final recommendations for selection of new employees, and schedules all incoming work requests according to priority.
 3. Places purchase orders for all cleaning supplies and equipment and determine replacement according to usage and budget
 4. Provides in-door and out-door pool cleaning, chemical treatment and liner up keep.
 5. Insures all burned out lamps are replaced where light fixtures are ten feet or less from the floor.
 6. Responsible for window cleaning, both in house and out sourced
 7. Handles employee relations including grievances and discipline.
 8. Schedules employees to work overtime for special events as well.
 9. Housekeeping Manager has the responsibility for the design, execution, and effectiveness of a system of internal controls which provides reasonable assurance that unit operations are effective and efficient, unit assets are safeguarded, unit financial information is reliable, and the unit complies with applicable laws, regulations, policies, and procedures.
- AVAILABILITY: Immediately
- COMPENSATION: Competitive
- MINIMUM JOB REQUIREMENT:
 1. Diploma in Hotel and Restaurant Management
 2. Should have at least 3 years experience in a supervisory/management housekeeping position.
 3. Must be able to physically perform housekeeping tasks that require pushing heavy carts, bending, lifting, and being active all day.
 4. Must be flexible and able to work with a variety of people.
 5. Must be guest-service oriented.
 6. Must be able to work with strong chemicals and safely use chemicals for cleaning purposes (i.e., never mixes chemicals together).
 7. Must be able to prioritize workload, keeping up with assigned schedule.
 8. Must be safety conscious; stays alert for potential injuries.
 9. Must have pride in completing assigned tasks.
- CONTACT INFORMATION:
 - ↳ Ms. Sarah Cai – HR Manager
 - Email: hr-shanghai@gch-china.com