

Job Title: ASSISTANT HOUSEKEEPER/SUPERVISOR
Pay: Competitive salary depending on relevant experience
Hours: Full-time

Sketchley Grange Hotel is a 4 star country house Spa hotel situated in the heart of Leicestershire with 102 bedrooms. The hotel combines the perfect blend of historical character and contemporary design.

We are looking for an **Assistant Housekeeper/Supervisor** to support the housekeeping department. You will be responsible in the absence of the Head housekeeper and have full supervision of the housekeeping and laundry operation to ensure product quality standards are met by providing a clean, safe and correctly presented hotel which includes bedrooms, corridors, spa and Public areas.

Key responsibilities of the role include:

- Assisting in the financial and operational performance of the Housekeeping department and its employees
- Assisting with deep cleaning projects and/or assist housekeeping staff during high-volume periods
- Must follow and adhere to all health and safety regulations and emergency procedures
- Inspect all assigned suites and public areas to ensure furnishings, guest rooms/suites, equipment, linen, and public areas are clean and in good repair to meet guest satisfaction
- Routinely perform all housekeeping duties necessary including making beds, and vacuuming and cleaning guest suites to ensure guest satisfaction
- To take ownership for the Sketchley Grange hotel, brand standards and excellent operation standards as well as AA audit standards and to ensure they are being adhered to
- To participate in any training courses as required. Mandatory company courses must be attended
- To comply with company requirements in respect of personal conduct and behaviour when on duty
- Flexibility to respond and satisfy a variety of guest situations
- To actively promote a positive attitude throughout the hotel
- Actively seeks to provide training and development to your team. Assist in establishing the team performance and development plans
- Help to manage day-to-day staffing requirements and assign work accordingly
- To create and maintain good working relationships with colleagues

The ideal candidate:

- Previous experience within this field
- Ability to manage and support a team and can also work effectively independently

Due to the expected high volume of applicants we regret that we cannot provide individual feedback to each applicant and that only short-listed candidates will be contacted directly.

To apply, please send your CVs to headchef@sketchleygrangehotel.co.uk or hr@sketchleygrangehotel.co.uk