HOUSEKEEPING COORDINATOR

RESPONSIBILITIES:

This position is responsible for being the main point of contact between the Housekeeping Department and its associates, as well as all other departments in the hotel. This position will be responsible for coordinating the day-to-day activities for the Housekeeping Department and working closely with the Room Attendants, House Persons and Housekeeping Leadership Team.

Departmental and interdepartmental communication is critical to ensure the cleanliness of guest rooms, public spaces, offices, storage areas, and back-of-the-house.   This role is responsible for maintaining housekeeping inventory and ensuring accountability of departmental equipment, as well as the administration of Lost & Found. This person will also be responsible for scheduling and communicating associate performance to managers.

The Housekeeping Coordinator will be responsible for the daily opening and or closing of the department and assignments of daily room cleaning schedules for the team.

QUALIFICATIONS:

Must be able to facilitate the communication process with excellent English verbal and written communication skills.

- Flexible schedule, able to work early mornings and late evenings when required
- Proven administration skills and organizational skills
- Proven multitasking abilities and ability to work in a fast-paced environment under pressure
- Must possess good computer skills – fluent in Microsoft programs
- Previous LightSpeed experience an asset
- Proven ability in decision making and problem solving
- Must be a team player
- Must be able to push/pull up to 100 lbs. and lift/carry up to 20 lbs.
- Certificate or Diploma in Hotel and Restaurant Management or the equivalent is an asset
- Minimum of two years' experience in customer service required
- Previous experience in Housekeeping is preferred but not required
- Previous supervisory experience is preferred but not required

APPLY: Email a current resume and a cover letter to Human Resources at resumes@wallcentre.com.