

## Assistant Housekeeping Manager

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Company: Mandarin Oriental Hotel

Location: Bodrum

Category: other-general

## Assistant Housekeeping Manager

Apply now **Position**Assistant Housekeeping Manager (Temporary / Seasonal #539083)

**Property / Office:**Mandarin Oriental, Bodrum

**Location**Bodrum, Turkey

### Mandarin Oriental Hotel Group

Mandarin Oriental Hotel Group is the award winning owner and operator of some of the most luxurious hotels, resorts and residences located in prime destinations around the world. Increasingly recognized for creating some of the world's most sought-after properties, the Group provides 21st century luxury with oriental charm. Above all, Mandarin Oriental is renowned for creating unique hotels through distinctive design and a strong sense of place, luxury hotels right for their time and place.

### Mandarin Oriental, Bodrum

A stunning resort overlooking the Aegean Sea, Mandarin Oriental, Bodrum is where dreams come true. A luxury 5-star hotel retreat with two private beaches and excellent leisure facilities, we invite you to lie back, relax and savour the moment. With an idyllic location in Paradise Bay, we offer a seductive blend of style, serenity and 5-star comfort. With a range of gourmet restaurants, relaxing spa and choice of rooms, suites and villas, our unique resort is world-class.

### Duties and Responsibilities

To ensure that all bedrooms, lecture rooms, toilets and public areas are cleaned at all times to the required standards and checked daily, being aware of any additional tasks that

may require attention and ensuring faults are rectified by the Room Attendants.

To update the computer system on a regular basis throughout the day with the room status.

To manage the periodic checklists used by the Supervisors, providing support and feedback as appropriate.

To ensure that the cleaning store rooms, section cupboards, trolleys and equipment are kept tidy and secured at the end of the working day.

To ensure all special requests for guests are carried out.

To ensure that all departmental keys and communication units issued are signed for, and returned correctly at the end of the shift.

To carry out regular stock checks of all cleaning materials, toiletries and linen and order supplies as required from the nominated suppliers.

To assist the Housekeeping Manager with any budget preparation and suggestions / requirements for renewals and improvements.

To ensure that all equipment is maintained in good working order and used correctly, ensuring that safety procedures are adhered to.

To maintain Health & Safety regulations within the Department and to ensure that Health & Safety procedures are carried out at all times.

To be fully aware of the Fire regulations and ensure that the correct procedures are followed at all times.

### **Requirements**

At least 4 years practical experience in similar position for a luxury property

Adheres to, supports and carries out the strategic Company's vision and values

Displays high commitment to improving guest services

Ability to motivate team and build morale

Ability to anticipate and assess issues, risks and opportunities and develop new approaches

Proven experience of monitoring quality standards and identifying and dealing with any performance issues.

Excellent interpersonal skills including the ability to communicate verbally and in writing with individuals at all levels within the organisation

Knowledge of Health and Safety relevant to the role

Experience of using specialist cleaning equipment.

**Advertised** 15 Apr 2024 GTB Daylight Time

**Applications close:** 30 Jun 2024 GTB Daylight Time

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