

## Vacancy Information Sheet

<b>Employer details Including address</b>	Holiday Inn Express Liverpool Royal Albert Dock Britannia Pavilion, Royal Albert Dock, Liverpool, L3 4AD
<b>Job title</b>	Housekeeping Supervisor
<b>Rate of Pay</b>	£9 per hour
<b>Contracted Hours/ Working Pattern</b>	40 hours per week 5 days out of 7 8am-4pm or 9am-5pm
<b>Job Description</b>	<p><b>What you'll be doing</b></p> <p>You will be responsible for the Housekeeping team and ensuring that all Brand Standards are met in relation to bedrooms and cleanliness throughout hotel. You will check and audit bedrooms before they are released for check-in as well delegating additional work, for example job of the day.</p> <p>You will support the Housekeeping Manager with People Management such as absence and performance. You will also work with your Line Manager to complete success reviews, identifying talent for the future and developing your team.</p> <p><b>Main Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Lead and manage a floor of bedrooms</li> <li>• Ensure hotel winning metrics are achieved and maintained</li> <li>• Support Assistant Manager and Housekeeping Manager</li> <li>• Attention to detail</li> <li>• Reporting of Fire, Life Safety issues</li> <li>• Room Audits</li> <li>• Ensure effective communication throughout hotel staff</li> <li>• Ensuring high levels of service to guests and their expectations</li> <li>• Reporting of Maintenance issues</li> </ul>
<b>Minimum experience and/or qualifications</b>	2 years housekeeping experience
<b>Additional Information</b>	<p><b>What we offer you!- Benefits</b></p> <p>28 Days Holiday pro-rata increasing to 33 days after your 5th year of Service</p> <p>Worldwide benefits programme for reduced price rooms &amp; food and Beverage in IHG hotels</p> <p>In house rewards and recognition program</p> <p>Long Service Awards...</p> <p>Uniform provided</p> <p>Career progression opportunities</p>
<b>How to apply</b>	Send CV via e-mail to: recruitment@exliverpool.com
<b>Closing Date</b>	