

HOUSEKEEPER

Iberostar Hotels & Resorts is prepared to offer a 5* luxury service to their guests in our new hotel Grand Fontana di Trevi in Rome, and we consider housekeeping department is key to make their experience unforgettable. We value the attention to detail and people who goes extra mile to ensure high quality service and to help our guests to create their best memories in our hotel.

If you have passion for cleaningness and you want to lead a professional team, this is your opportunity!

What will be your main duties?

- *To ensure all rooms are cared for and inspected according to standards.*
- *To notify the Head Housekeeper on any damages, deficits and disturbances.*
- *To check stocking levels of all consumables and replace when appropriate.*
- *To assist guests when necessary.*
- *To maintain all cleaning equipment and materials in a safe and sanitary working condition.*

What do you need to succeed?

- *At least 3 years of experience as Housekeeper of a 5* hotel.*
- *Excellent customer service skills and exceptional eye for detail.*
- *Intermediate level of english is preferred.*
- *Good personal presentation.*

“What you do today, determines who you will be tomorrow.” John Spence

ASSISTANT HEAD HOUSEKEEPER

Iberostar Hotels & Resorts is prepared to offer a 5* luxury service to their guests in our new hotel Grand Fontana di Trevi in Rome, and we consider housekeeping department is key to make their experience unforgettable. We value the attention to detail and people who goes extra mile to ensure high quality service and to help our guests to create their best memories in our hotel.

If you have passion for cleaningness and you want to lead a professional team, this is your opportunity!

What will be your main duties?

- *To assist the Head Housekeeper when it is needed.*
- *To ensure that all bedrooms and common areas are serviced and cleaned according to the 5* standards on daily basis.*
- *To ensure that function rooms are cleaned as soon as they have been used to ensure a fast turnaround.*
- *To ensure that VIP rooms receive the designated extras.*
- *To ensure an adequate supply of clean linen in a perfect state of repair.*
- *To ensure that rooms are checked regularly for repairs and refurbishing, and that appropriate maintenance is effected.*
- *To ensure that attendance registers are completed daily and in accordance with statutory regulations.*
- *To ensure that adequate supplies of cleaning materials are available.*
- *To ensure that staff accommodation is kept clean and in a good state of repair.*
- *To ensure that regular fire and evacuation drills are held.*
- *To ensure effective communications through attending meetings and imparting information at regularly held staff meetings with assistant housekeepers.*
- *To establish and maintain standard operating procedures and develop new procedures to increase efficiency of labour and product use.*

What do you need to succeed?

- *At least 3 years of experience as Assistant Head Housekeeper of a 5* hotel.*
- *Excellent customer service skills and exceptional eye for detail.*
- *Previous experience managing teams and ability to inspire and get the best out of people.*
- *High level of english is preferred.*
- *Good personal presentation.*

“What you do today, determines who you will be tomorrow.” John Spence

HEAD HOUSEKEEPER

Iberostar Hotels & Resorts is prepared to offer a 5* luxury service to their guests in our new hotel Grand Fontana di Trevi in Rome, and we consider housekeeping department is key to make their experience unforgettable. We value the attention to detail and people who goes extra mile to ensure high quality service and to help our guests to create their best memories in our hotel.

If you have passion for cleanliness and you want to lead a professional team, this is your opportunity!

What will be your main duties?

- *To ensure that all bedrooms and common areas are serviced and cleaned according to the 5* standards on daily basis.*
- *To ensure that function rooms are cleaned as soon as they have been used to ensure a fast turnaround.*
- *To ensure that VIP rooms receive the designated extras.*
- *To ensure an adequate supply of clean linen in a perfect state of repair.*
- *To ensure that rooms are checked regularly for repairs and refurbishing, and that appropriate maintenance is effected.*
- *To liaise with General Manager and notify areas needing attention, in respect of decor.*
- *To ensure that the most suitably qualified person is appointed in the event of a vacancy - wherever possible this should be an internal promotion.*
- *To ensure that staff are coached and trained to perform their duties effectively and to provide a quality service.*
- *To ensure that attendance registers are completed daily and in accordance with statutory regulations.*
- *To ensure that salary variations and administrative returns are completed correctly and submitted timeously.*
- *To draw up duty rosters and ensure that manning levels are correct, to agreed standards, and are not exceeded without permission.*
- *To ensure that adequate supplies of cleaning materials are available.*
- *To ensure that staff accommodation is kept clean and in a good state of repair.*
- *To ensure that regular fire and evacuation drills are held.*
- *To ensure effective communications through attending meetings and imparting information at regularly held staff meetings with assistant housekeepers.*
- *To establish and maintain standard operating procedures and develop new procedures to increase efficiency of labour and product use.*

What do you need to succeed?

- *At least 3 years of experience as Head Housekeeper of a 5* hotel.*
- *Excellent customer service skills and exceptional eye for detail.*
- *Previous experience managing teams and ability to inspire and get the best out of people.*
- *High level of english is preferred.*
- *Good personal presentation.*

“What you do today, determines who you will be tomorrow.” John Spence

HOUSEKEEPING VALET

Iberostar Hotels & Resorts is prepared to offer a 5* luxury service to their guests in our new hotel Grand Fontana di Trevi in Rome, and we consider housekeeping department is key to make their experience unforgettable. We value the attention to detail and people who goes extra mile to ensure high quality service and to help our guests to create their best memories in our hotel.

If you have passion for cleanliness and you want to lead a professional team, this is your opportunity!

What will be your main duties?

- *Collect guest dry cleaning from rooms and follow correct process at all times*
- *Return guest laundry to rooms, maintaining guest room security.*
- *To notify the Head Housekeeper on any damages, deficits and disturbances.*
- *To provide support to housekeepers.*
- *To assist guests when necessary.*
- *To maintain all cleaning equipment and materials in a safe and sanitary working condition.*

What do you need to succeed?

- *At least 3 years of experience as Housekeeping Valet of a 5* hotel.*
- *Excellent customer service skills and exceptional eye for detail.*
- *Intermediate level of english is preferred.*
- *Good personal presentation.*

“What you do today, determines who you will be tomorrow.” John Spence