

*A HOTEL WITH THE FREEDOM OF STYLE!*

*Located in the heart of Central Alberta, the CAMBRIDGE HOTEL & CONFERENCE CENTRE \*red deer is the ideal place to grow your career in hospitality while providing excellent and personalized service to our guests while working within a positive team environment.*

We are currently looking for an experienced **Housekeeping Supervisor** to fill a full-time opening. The ideal candidate will have a proven ability to work as a team player in a fast-paced environment and has a high attention to detail. The **Housekeeping Supervisor** must be well organized, creative and possess excellent communication and interpersonal skills and must possess the ability to display a passion for perfection while working in an energetic and dynamic environment.

The **Housekeeping Supervisor** will support the role of Executive Housekeeper and work as a cohesive team to ensure that cleaning and servicing of all areas within the hotel are completed. In the absence of the Executive Housekeeper, the Housekeeping Supervisor will assume the role and responsibilities for the supervision of the Housekeeping team.

**Key Responsibilities:**

- Inspect and check the work of assigned staff to ensure cleanliness, sanitation and orderliness of assigned areas and submit daily inspection and progress reports.
- Responsible for the training and orientation of new staff.
- Oversee housekeeping staff productivity and cleaning percentages.
- Check and maintain adequate level of supplies and material and request replenishment of supplies as required.
- Work with front office and maintenance departments regarding the status of rooms, ensuring that guest requirements are met according to Hotel policy.
- Assist room checkers in the daily checking of rooms, designated staff areas, and public areas; maintain standards by Hotel policy.

**Qualifications & Experience:**

- Minimum of three years related supervisor/management experience in a fast-paced hospitality environment.
- Good problem-solving skills and ability to develop conceptual alternatives.
- Knowledge of applicable federal and provincial laws and regulations regarding health standards for hotel facilities.
- Effective communication skills with individuals at all levels; both inside and outside of the organization.
- Must be fluent in English, both written and oral.
- Standard First Aid with CPR & AED certification is an asset.

**Hours of Work:** The hours of work for this position will vary depending on operational requirements, but will include day, evening and weekend shifts.

The **CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE** is an equal opportunity employer and believes diversity strengthens us as a workplace; we encourage all those qualified to submit a cover letter and resume to Human Resources [humanresources@cambridgereddeer.com](mailto:humanresources@cambridgereddeer.com). Please ensure the name of the position is included in the subject line.

All applicants must be legally entitled to work in Canada. The successful candidate will be subject to a criminal record check and/or other background checks. This position will remain open until a suitable candidate is found. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

**CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE**

3310 – 50<sup>th</sup> Avenue, Red Deer, Alberta T4N 3X9

[www.cambridgereddeer.com](http://www.cambridgereddeer.com)