

Assistant Executive Housekeeper

The Assistant Executive Housekeeper assists the Executive Housekeeper in maintaining the highest standards in cleanliness of guest rooms, common areas and back of the house space, whilst overseeing the Laundry and Linen room operation.

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Tasks & Involvements:

- Deputizes the Executive Housekeeper in his/her absence
- Directs and coaches the Housekeeping and the Laundry teams in their daily duties, ensuring needs of guests are attended to promptly and in line with Company standards
- Monitor third party contractors that provide Housekeeping Department related services and ensure their contracted obligations are met consistently
- Engages with suppliers and is consistently abreast of new trends and technology related to chemical usage and other supplies used in the housekeeping operation
- Conduct frequent inspections of guest rooms, common areas and back of house space; raise maintenance requests as needed; see pending tasks through to completion
- Oversees the in-house laundry operation, ensuring that the textile assets of the hotel are well taken care of. Provides the hotel and restaurants with the right quantity and quality of clean textiles
- Schedule, organize and monitor periodic and seasonal deep cleaning of guest rooms (and its contents), common areas and back of house space; liaise with Engineering Department so that preventative maintenance can be carried out simultaneously
- Control cleanliness and restocking of all in-room minibars; assure accurate posting of consumptions; manage inventory of minibar items
- Assume care of in-door plants, floral arrangements and seasonal decorations in guest rooms and common areas
- Undertake preventative pest control measures in guest rooms, common areas and back of house space
- Manage Housekeeping stocks and uniforms for the entire hotel
- Maintain highest standards of Quality Assurance and Guest Satisfaction in accordance with set KPIs
- Ensure compliance with all applicable Company policies and procedures within the department
- Performs duty management shifts

The Ideal Candidate:

- At least 3-5 years' relevant experience in a similar role in a quality hotel
- Qualification in hospitality
- Previous Laundry management experience
- Excellent command of written & spoken Hungarian and English
- Experience working with Opera PMS System
- Good understanding of housekeeping management systems & processes
- Superior attention to detail and ability to multitask
- Ability to manage, coordinate a team

Benefits:

- Competitive salary with cafeteria
- Complimentary staff meals on duty
- Private healthcare insurance
- Uniform with dry-cleaning service
- 5-star work environment
- International Corinthia discounts
- Employment recognition awards & events
- Learning & development opportunities

Candidates must be eligible to work in Hungary and are requested to submit their professional CV in English with their application via jobs.budapest@corinthia.com.

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