



Ski Club of Victoria

Job Description

HOUSEKEEPING SUPERVISOR

Reports to: Housekeeping Manager

Position Overview:

- To work with the Housekeeping Manager to ensure the efficient and cost effective running of the Department, achieving the standards of cleanliness and guest care outlined by Club policies and procedures. Ensure security of guest rooms and keys.
- Assist Housekeeper in the daily checking of bedrooms and designated staff areas to maintain standards
- Ensure the safe storage, issue and effective use of cleaning materials and equipment as specified by the manufacturers and procedures manual.
- Be competent in the running of the hire and clean laundry operation and ensure the cost effective use of linen and assist with inventories as requested by the Housekeeper.
- Ensure the correct handling of guest laundry and lost property

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