



## HOUSEKEEPING SUPERVISOR - FULL-TIME

[www.qualityadelaidecentral.com.au](http://www.qualityadelaidecentral.com.au)

A rare and exciting opportunity is now available for a Housekeeping Supervisor to lead and manage the daily operations at the Quality Apartment Adelaide Central. From its prime location amidst the beating heart of Adelaide, the property serves up some of the best located and spacious apartment accommodation Adelaide has to offer.

Managed by leading Adelaide based management company 1834 Hotels and partnered with Choice Hotels the property boasts 72 spacious apartments rooms, operating 7 days a week. Located in the historic T&G building, there are stylish and spacious one or two-bedroom apartments suitable for those looking for a relaxing weekend, business trip or extended stay.

Reporting directly to the General Manager, the Housekeeping Supervisor role will lead the day to day operations of the guest services division. The role plays an integral part in ensuring that the hotel's reputation for impeccable presentation and ensuring a high standard of customer service is achieved and exceeded at all times

Candidates must have previous hospitality management experience in a similar accommodation management role and be able to demonstrate:

- A focus and commitment to delivering high standards of service and product quality, to consistently exceed guest experience and expectations whilst ensuring best practices are achieved;
- Assist in leading the housekeeping and public area cleaning departments;
- Ensure all room cleans are performed in allotted times and meet schedule;
- Linen and stock orders, stock rotation, returns and quality control;
- Ensuring work, health and safety is of the highest standard at all times.
- A passion for tourism and hospitality and managing and developing people;
- Business expertise and proven ability to maximise profitability, through effective cost management;
- Work within set budgets in relation to wage costs and ensure rosters are compiled and adjusted appropriate to demand;
- Strong leadership skills, outstanding communication (verbal & written), and exceptional time management in a busy fast paced environment;
- Comprehensive understanding of all aspects of accommodation operations, with a strong and strategic financial acumen;
- Willingness to take a hands-on management approach to develop, motivate, and lead a professional and dynamic team;
- Previous working knowledge of various relevant hospitality systems.

The ideal candidate will have:

- A can-do, responsible, and flexible approach to work;
- Demonstrated ability to build effective relationships with industry, clients and staff;
- Prior experience in leading, developing and mentoring a Housekeeping team;

- Comprehensive financial understanding of managing a profitable operation and managing costs particularly controlling wages;
- Initiative, commitment and passion for your job;
- The ability to communicate effectively with your team;
- An ability to thrive under pressure and direct your team in a high paced environment;
- Proven ability to be a proactive individual with strong organisational and time management skills;
- A great sense of style and immaculate presentation and grooming;
- Exceptional relationship skills;
- Demonstrated understanding of Hospitality Industry (General) Award compliance; and
- A strong appreciation and understanding of workplace safety.

This is an excellent opportunity for you to pursue a new and exciting challenge, and further expand on your already established hospitality career with a vibrant and growing company. In return for your dedication and commitment you will receive excellent benefits and the opportunity to work with a highly motivated and engaged team.

This is a full time role, working a spread of shifts over a 7 day roster; which may include week days, weekends and public holidays. Please submit your cover letter demonstrating how you meet the key selection criteria and why you believe you are the most suitable candidate.

This should be accompanied with your current CV and submitted via email, addressed to:

**Trevor Baillie - General Manager**

**gm@qualityadelaidecentral.com.au**

*\*Confidential enquiries and requests for further specific information about the role are welcome via email to Trevor.*

*\*Only applicants with current rights to work in Australia will be eligible to apply for this role.*

*\*We appreciate the time you have taken to apply and the effort that goes into an application. Only those successful in gaining an interview will be contacted directly.*

**1834 Hotels is a growing network of hotels, motels and resorts across Australia. Key to the management company's recent growth and success is its staff and recruiting exceptional candidates that fit with the company's culture is paramount.**