



### **Executive Head Housekeeper – Cedar Court Hotel Leeds/Bradford**

As one of the leading 4 star hotels in the area, with fast growing business levels we have an exciting opportunity for a vibrant and passionate individual to join our team as Executive Head Housekeeper.

We are looking for someone with long standing industry experience who is confident in leading and developing a large experienced team.

The Executive Head Housekeeper is ultimately responsible for high standards of cleanliness and efficiency throughout the hotel.

#### **As Executive Head Housekeeper:**

- You will recruit, train and oversee the team, ensure the highest of guest standards, control the departmental payroll, control and monitor stock levels, be responsible for departmental purchasing, be able to communicate effectively with other departments and liaise directly with both suppliers and guests. Manage and respond to customer feedback
  - Complete duty management shifts as required
  - Complete guest arrival checks, allocate rooms according to guest requirements, checking that all guest requests are met
  - Complete all H&S and COSHH management requirements for the department including working with the Maintenance Manager to complete all preventative maintenance checks
  - Manage the deep cleaning programmes for both front and back of house areas
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- You will be responsible for the updating and completion of monthly H&S and COSHH checks.
  - Ideally the candidate applying for Executive Head Housekeeper will already be in a managerial role and looking to make the next move in their career and will be customer-focused with excellent inter-personal and communication skills.
  - We are offering a competitive salary, meals on duty and company uniform - discounted hotel stays and Health Club use are available after successfully completing a probation period.

If you feel you have what it takes to join our team, please forward your CV and covering letter including your salary expectation.

Must be eligible to live and work inside the UK.