



## HOUSEKEEPING SUPERVISOR

### **NASAMA RESORT**

#### **Location**

Pango Road, Port Vila

#### **Start Date**

Immediately

#### **Type**

Part-time now. Full-time when borders re-open.

#### **Organisation Description**

Nasama Resort is rated 4-1/2 stars by TripAdvisor. It is located oceanfront in Pango. It comprises of 43 deluxe fully furnished self-contained apartments.

#### **Job Description**

- Good command of spoken English.
- Must have experience in a similar position in a hotel.
- Able to work shifts, weekends, Public Holidays.
- Able to supervise and train housekeeping staff.
- Able to roster staff and assign duties.
- Daily inspection of all apartments and public areas.
- Must ensure high standards of hygiene and presentation are maintained.
- Coordinate maintenance work schedule with maintenance department.
- Ensure cleaning equipment and washing machines are in working order.
- Organize necessary repairs.
- Attend to guests' or tenants' requests immediately.
- Order and maintain sufficient stock of supplies.
- Conduct monthly inventory of supplies.
- Provide monthly reports to management.

#### **Salary**

According to experience and qualifications.

#### **Contact Person**

Contact Phone Number:

**Frances**

7758734

E-mail to send application to:

[frances@nasamaresort.com](mailto:frances@nasamaresort.com)