



# SKOGSTAD - HOTELL

G J E S T F R I H E T   S I D E N   1 9 0 5

**Place:** Skogstad Hotell, Hemsedal

**Duration:** Full time

**Position:** Housekeeper manager

**Start date:** 01 April 2020

**Deadline:** 01 April 2020

Skogstad Hotel is located in the center of Hemsedal, Norway, and was established in 1905. The hotel consists of 83 rooms, a breakfast restaurant, conference room and a wellness area with yoga and spa.

## Housekeeping Manager

The manager is responsible for the general standard of cleaning, for both hotel and affiliated departments. Your job as a manager will be to set a good example for your employees, you will delegate all work tasks and make sure they are all fulfilled.

Your job will be to empower, inspire and guide a “can-do” team, to create an environment where motivated people want to join, learn, do their best, and advance within the field.

In addition to the administrative works tasks, you will also be part of the cleaning team, and must also clean rooms and other during the work day. You must be self-driven, and have a good self-discipline, you will be in charge of your own team and it is your responsibility to ensure productive and efficient teamwork. It will be your job to ensure a safe, positive and happy work environment aligned with the core values and loyalty of Skogstad Hotel within the department of Housekeeping. You must be able to start as soon as possible, if this has any interest to you, please apply to the email at the bottom of this job offer.

## The job

**Duties include, but are not limited to, the following:**

- **Good planning skills** - Monitor and evaluate all daily activities within the department, schedule planning, laundry service, product ordering.  
Oversee administrative processes such as department staffing, training and budgeting to ensure proper planning and organization for the entire business.  
Issue supplies and equipment as needed and participate in regular inventories to ensure proper supply levels.
- **Good communicative skills** - Maintain on-going communication with other hotel departments regarding the specific and overall condition of rooms and public spaces. Maintain good communication with partners, and ensure good partnerships. Maintain and communicate an up-to-date body of knowledge regarding proper use of and



# SKOGSTAD - HOTELL

G J E S T F R I H E T   S I D E N   1 9 0 5

maintenance of equipment and chemical usage. Make recommendations and implement necessary changes to meet efficiency.

- **Eye for details and efficiency** - Cleaning rooms, public spaces, staff rooms and also conduct quality checks to ensure cleanliness, productivity, efficiency and exceptional service throughout the work day. Distribute assignment sheets, communicate additions or changes, verify room status in the system.
- **Team work** - Provide feedback on staff performance to manager as well as report any disciplinary problems. Work closely with HR department on all administrative tasks and/or issues, recruitment, vacation, risk analysis, environmental protocols and so on.
- **Assist in the health, environment and safety system.**
- **On call** - Be available to take calls. Serve as problem solver in instances of guest dissatisfaction; Resolve complaints, concerns or issues in a timely and helpful manner. Intervene, assist and document instances of guest or employee incidents.
- **Perform other duties as needed and as directed by the General Manager.**

## We expect you to have following qualities:

- Your communication skills are fluent in English.
- Must have previous experience in cleaning.
- Experience with Picasso system is an advantage.
- Schedule flexibility and ability to work extended and/or irregular hours to include nights, weekends and holidays.
- Reliable and responsible character, with exceptional follow up and attention to detail.
- Good physical shape, must be able to stand, walk, bend and lift objects throughout the day.
- Must have European passport/Norwegian identification number or D-number.

## What can we offer you?

- Competitive salary
- Good work environment and good colleagues
- Full support during your work
- Good offers for staff members

Please send an e-mail to our recruitment department at [hr@skogstadhotell.no](mailto:hr@skogstadhotell.no)

Interviews will be held on an ongoing basis.