



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Housekeeping Supervisor

Key Responsibilities:

- Maintain high standards of cleanliness, hygiene and upkeep of the Club premises and Guest Rooms
- Assist Executive Housekeeper in daily housekeeping operations including training and developing the team
- Inventory Control and Planning
- Assign duties, inspect work and investigate complaints regarding housekeeping service and take corrective action
- Coordinate works activities among departments
- Conduct on-the-job training to ensure proper equipment is used to carry out the duties, and explain policies and work procedures
- Perform cleaning duties during staff shortage
- Issue supplies and equipment to workers
- Ensure compliance with safety and sanitation policies in all areas
- Report and follow up on maintenance defects

Key Attributes:

- Diploma or relevant Hospitality Management qualifications
- Minimum 5 years of relevant experience in Hospitality Industry
- Good interpersonal skills and a self-starter
- Good verbal and written communication skills in English
- Willing to work shifts

Interested applicants, kindly walk in for an interview at the address below:

Human Resource Department
Tanglin Club
5 Stevens Road
Singapore 257814
Tel: 6622 0544