



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

Housekeeping Team Lead

Your Job Responsibilities include, but are not limited to:

- Lead, train, and supervise RA to ensure high standards of cleanliness, hygiene and upkeep of the Club premises and Guest Rooms.
- Assist Assistant Executive Housekeeper in daily housekeeping operations including training and developing the team.
- Ensure all rooms and common areas are cared and inspected according to standards.
- Report and follow up on guest room defects.
- Submit RA checklist monthly.
- Ensure all lost and found items are handed over without fail.
- Inventory control for guest room supplies and linen on a monthly basis.
- Investigate and follow up on feedback regarding housekeeping service and follow up with 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.
- Ensure compliance with safety and sanitation policies in all areas.
- Perform any duties as and when required by Management.
- Work on shifts including weekends and public holidays.

Required Qualifications & Experience:

- Minimum GCE 'N' Level and above with 2 years of experience in similar capacity.
- Good communication and problem-solving skills.
- Able to work rotating shifts, on weekends and public holidays.
- Respectful team player who works cordially with peers and others.
- Self-driven to manage tasks assigned.
- Work well in a fast-paced environment.

Interested applicants, kindly submit a comprehensive resume with your notice period and expected salary to:

tcrecruit@tanglin-club.org.sg

Employability Partner: NTUC's e2i (Employment and Employability Institute)