



Executive Housekeeper

Kokomo Private Island Fiji is seeking an experienced and motivated individual for the **Executive Housekeeper** position. The successful candidate will take lead of our sustainable farming operations and support our world-class luxury resort.

SCOPE: To manage and ensure the overall excellence of all Housekeeping related area, such as Villas, Residences, all Public Guest Areas, Staff Accommodations and Laundry departments by developing and implementing strategies and services expected from an international five-star luxury property that meet the needs and expectation of the guests, employees and management.

Key Responsibilities

- Establish the Departmental Annual Operating Budget in advance for approval by the Resort Manager, Director of Finance and General Manger.
- Ensure that the Departmental Operating Budget is strictly adhered to and that all costs are strictly controlled.
- Attend meetings and briefing with other Department Heads as determined by the Resort Manager and cascade relevant information down to the housekeeping management and team.
- Review existing and initiate new departmental policies and SOPs as required, with a view to training and standards.
- Submit monthly report to the Resort Manager detailing department's activities for the past month and planned activities for the ensuing months in line with international luxury property standards.
- Develops and implements strategies for housekeeping in terms of efficiencies, ease of work and workflow. As well as adjusts strategies as appropriate to the changing business levels.
- Determines appropriate staffing levels for forecasted business and schedules employees accordingly.
- Develops and implements process for providing employees with international housekeeping standards training, customer service, technical and OHS training on an ongoing basis.
- Develop the Supervisors, team leaders and Hosts on all areas of housekeeping tasks and record and develop training plans that create self-checkers and operational excellence.
- Builds an efficient team of employees by taking an active interest in their welfare and execution of all safety, training and development related to the different roles.
- Interview and subsequent selection of potential employees in liaison with the Human Resource Manager.
- Conduct employee's evaluations and reviews their overall performance, discuss existing performance and areas of improvement in a fair and professional manner.
- Conducts Departmental Orientation Programmes for new employees to ensure they understand the policies and operations of the resort.
- Spend face to face time with guests to ensure their villas are being serviced as they wish and expect them to be.
- Ensure safety of hosts and guests is part of training and monitoring

Essential Requirements:

- Degree or Diploma in or related field.
- Minimum 3-5 years' experience within luxury properties
- Strong leadership, planning, people management skills and organizational skills.
- Experience in remote island operations.
- First Aid and Chemical handling certification.
- Current driver's license.

Working Conditions

This position requires:

- Remote island operations.
- Working outdoors in tropical weather conditions.
- Weekend and public holiday work when operationally required.
- Participation in emergency response activities during severe weather events.

If you are suitably qualified for the above position and ready to join our team, please submit your CV and a cover letter outlining your experience to recruitment@kokomoislandfiji.com

Only shortlisted applicants will be contacted for an interview

Applications closes: 22nd September 2026

Kokomo Private Island Fiji is an equal opportunity employer committed to excellence, sustainability, and professional development.