



Housekeeping Supervisor

We are looking to recruit a Housekeeping Supervisor to be based in Kadavu. The successful candidate will be assigning and supervising the activities Housekeeping Attendant and Public Area Attendant to ensure clean, orderly, attractive and well-maintained Villas, Residences, Public areas and Staff Accommodation. To take charge in the absence of the Assistant Executive Housekeeper. To report all matters this may affect Housekeeping Operations to the Executive Housekeeper.

Duties & Responsibility:

Administration:

- Assistance in Administration of Housekeeping performed accurately, efficiently and effectively
- Updates and stored all reports, records and filings accordingly.

Staffing:

- Provide work, assignments and state the priority to be done.
- Ensure staff work as per rostered.

Specific Responsibilities:

- Check and follow up the tasks for the day.
- Control staff performance in finishing task accurately and in high quality of standard.
- Making staff roster and schedules of work.
- Ensure the staff follow all work guidelines and the SOP for quality work output.
- Ensure to follow up on guests' complaints in regards to any services.
- Ensure a follow up on staff feedback and information.
- Ensure works are done in a standardised manner.
- Conduct regular documented spot checks.
- Check all vacant and occupied Villas, Residence, Public Areas and Staff Accommodation daily to ensure they are supplied always on a high standard of presentations.
- Ensure that there are adequate suppliers of linens, amenities and cleaning equipment at all times.
- Periodic inventories of linen and uniform.

General Responsibilities:

- Report of any guest/staff concerns and follow up action.
- Work closely with Housekeeping Dept. Head in maintaining the Resort standard concerning guest's service and the Company Standard Operating Standard.
- Provide necessary support to the Head of Dept with constructive ideas and feedback on day-to-day operation.
- Has full knowledge on emergency procedure.
- Organise and supervise effectively all staff and ensure smooth operation.
- Ensure all staff department adhere to the Resort policies and procedures.
- Maintain high degree of morale amongst staff and effective communication across the department and with any other department as per instruction given by the HOD.
- Train new staff and act in accordance to the department requirement.
- Conduct regular briefings with your team or in absence of the HOD's.
- Assume other duties as assigned by the Department Head.

Relationship

Work closely with Housekeeping HOD's, Dept. Managers all supervisors, team leaders and with all other Department heads.

If you are suitably qualified for the above position and ready to join our team, please apply.

Send your detailed CV, a cover letter and a recent PP size photo
Via email to

recruitment@kokomoislandfiji.com

Only shortlisted applicants will be contacted for an interview

Applications will close on October 24th, 2025

