



**Job Title:** Housekeeping Supervisor

**Location:** Sigona Golf Club

**Application Deadline:** 1<sup>st</sup> October 2025

**Position Overview:**

The Housekeeping Supervisor will be responsible for ensuring the highest standards of cleanliness, hygiene, and presentation across all guest and public areas. The role involves planning and supervising daily housekeeping operations, assigning tasks, training staff, and monitoring performance to maintain a safe, welcoming, and comfortable environment for members, guests, and staff. The Supervisor also reports maintenance needs, ensures proper linen management, and upholds health, safety, and security standards.

**Key Responsibilities:**

- Oversee daily housekeeping operations, ensuring agreed cleanliness and hygiene standards.
- Assign, supervise, and inspect work to maintain quality and consistency.
- Manage linen and cleaning stores according to procedures.
- Ensure timely response to guest requests, complaints, and feedback
- Maintain furniture, equipment, and furnishings in good condition.
- Liaise with other departments to ensure seamless service delivery.
- Enforce health, safety, and security protocols at all times.
- Conduct periodic deep cleaning and maintain cleaning schedules.
- Train, guide, and motivate housekeeping staff to deliver excellent service.

**Qualifications & Requirements:**

- Bachelor's Degree/Diploma in Hospitality/Hotel Management
- Minimum 3 years' proven experience in a supervisory role in the hospitality housekeeping section
- Knowledge of cleaning procedures, use of equipment/chemicals & safety protocols in hospitality
- Strong leadership, organizational, detail-oriented and time management skills.
- Guest-oriented, professional, and service-minded.
- Excellent communication and interpersonal skills.
- Flexibility and ability to prioritize tasks and work with minimal supervision.
- Computer literacy: inventory systems, hotel management software etc..
- Ethical, results-driven, and team-oriented.

To apply, please submit your application letter, CV and the supporting documents listed above to the following email addresses: [info@sigonagolfclub.com](mailto:info@sigonagolfclub.com) CC: [hr@sigonagolfclub.com](mailto:hr@sigonagolfclub.com) on or before Wednesday, 1<sup>st</sup> October 2025.

Only shortlisted candidates will be contacted.