



FORTUNE INN VALLEY VIEW

MANIPAL

(A unit of MAHE, Manipal)

FORTUNE

Member ITC's hotel group

Manipal Academy of Higher Education, Manipal invites applications for the following positions at Fortune Inn Valley View, MAHE, Manipal

Executive Housekeeper (1)

Education / Experience: Degree or Diploma in Hotel Management with minimum 2 years of experience same role in reputed Hotel Industry.

Computer Skills: Excellent command over MS Office.

Communication Skills: Excellent verbal and writing skills in English. Knowledge of Hindi and Kannada will be an added advantage.

Job Descriptions: Annexed

Compensation: 400000 – 450000 CTC per annum

Fortune Inn Valley View (FIVV), Manipal is a constituent unit of Manipal Academy of Higher Education (MAHE), Manipal. Hotel FIVV has 68 rooms consisting 40 Standard Rooms, 22 Fortune Club Rooms, 2 Executive Suites and 4 Director Suites. Hotel also have the facilities of restaurant / bar, conference room, swimming pool, Gymnasium and banquet hall with a capacity of 500. It is 5 kms from Udupi Railway station and 65 kms from Mangalore International Airport.

Interested candidates possessing the requisite qualification and experience may send their detailed CV with subject line "F&B Manager – FIVV" **or** "Executive Housekeeper – FIVV" as the case may be on or before February 15, 2021 to the address given below:

Deputy Director – HR

Manipal Academy of Higher Education

Madhav Nagar, Manipal – 576 104

OR

E-mail to: jobs@manipal.edu

Contact: 0820-2923433



Job Description of Executive Housekeeper

Reporting To: General Manager & Corporate Housekeeper

Functional: Housekeeping

Scope: Unit

Grade: As per Unit Grades

Supervises: Housekeeping, Laundry and Horticulture Team in Unit

Main responsibilities & duties

- Responsible for maintaining service standards regarding cleanliness, amenities, maintenance in rooms and public areas.
- Responsible for recruitment and training in the department.
- Responsible to prepare preventive repair and maintenance schedule for rooms and public area.
- Responsible for ensuring the quality of housekeeping supplies as per standard and specifications before approving them.
- Responsible for preparing the capital & operational expenditure budget for the department.
- Responsible for maintaining process of key control.
- Responsible for duty roster for all the shifts. All departmental registers and records are strictly maintained.
- Responsible to ensure quality of linen, uniform as per corporate standards and specifications and their par stock are maintained.
- Responsible for total upkeep of potted plantation, planters and gardens with no dry area made patchy. To make sure that only fresh cut flowers are used in lobby and other key guest areas as per the International standards.
- Responsible to ensure quality laundry, dry-cleaning standards for guest, in house linen. Responsible for quality chemicals are being used in laundry to increase the life of the linen and uniforms. To make sure laundry counted and monitored.
- To provide constant on the job training to ensure career development and succession planning for subordinates. To motivate staff and to counsel subordinates in personal and work related matters.
- Responsible to ensure care for guest through anticipation of need, attention to details, feedback to job performed ensure follow up with action completed to all guest request in the defined timeline.
- Responsible for effective communication inter and intra department.
- Responsible for co-ordinate with other departments especially with:-
- Front office and F&B for special guest request and V.I.P. amenities prioritizing room & banquets turn around & optimize their availability.
- Engineering for preventive maintenance and breakdown.
- Purchase department for timely procurement and adequate stocks are being maintained.
- Responsible for all contracts cleaning services for its quality, quantity within budgeted cost. For example- Pest control, chandelier cleaning, PA manpower, marble polishing, shampoo, facade cleaning & laundry.

In addition to the above mentioned duties and job functions any other assignment given by the immediate superior or the management will have to be carried out.