EMPLOYER JOB ORDER FORM

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COMPANY INFORMATION

COMPANY NAME
San Jose Fairmont

COMPANY WEBSITE
www.fairmont.com

HOT JOB?

EC WORKS PROGRAM
Unsub

CAREER TYPE
Management

CONTACT NAME/TITLE
Please see your Counselor

POSITION(S) AVAILABLE

JOB TITLE
Director of Housekeeping

JOB ID
17387

SHIFT/HOURS
Various

HOURS/WEEK
40 - 40

WORKDAYS
Various

OPEN DATE
12/11/2019

CLOSE DATE
02/28/2020

MINIMUM SALARY
$28

MAXIMUM SALARY
DOE

POSITIONS
1

BENEFITS
LIMITED ENGLISH MAY APPLY?

LOCATION
San Jose

REQUIRED FOR POSITION
Drug Screen, Background Check, CA ID

REQUIRED EDUCATION
Other - BA or BS Degree Preferred

JOB DESCRIPTION

Fairmont Hotel Overview:

World-renowned, The Fairmont San Francisco presents an awe-inspiring picture of historic San Francisco. A fixture in the heart of Silicon Valley since 1987, The Fairmont San Jose delivers an irresistible blend of innovation and elegance. With the meteoric growth of the computer industry, Silicon Valley has become one of the world's busiest hubs, and the capital of this high-tech mecca is San Jose. The Fairmont San Jose hotel combines technological innovation with timeless elegance.

Director of Housekeeping

Creating an engaging work environment for Colleagues of Fairmont San Jose is as important as turning moments into memories for our guests. The standards and values you model as Director of Housekeeping will inspire your team – not only to ensure exceptional residences, public areas and heart of the house areas, but also to grow their careers with Fairmont.

Summary of Responsibilities:

Reporting to the Director of Operations, responsibilities and essential job functions include but are not limited to the following:
• Consistently offer professional, friendly and engaging service
• Manage and oversee the daily operations of the department to ensure service standards are followed
• Monitor labor costs while ensuring effective scheduling and department productivity
• Create, develop and maintain on-going safety program, including development of policies and training
• Ensure all residences, public areas and heart of the house areas meet the highest standard of cleanliness
• Assist with preventative maintenance programs while working with the Regional Director, Engineering
• Perform efficient and timely procurement and inventory of laundry inventory, ensuring the highest quality is maintained
• Communicate with Rooms Director regarding goals, progress and needs from the staff
• Provide Housekeeping team with training that will provide the skills and confidence needed to achieve excellent job performance
• Ensure effective communication, including coaching and performance management
• Address Guest concerns and react quickly; logging and notifying proper departments as required
• Attend regularly scheduled departmental meetings
• Actively participate in daily pre-shift meetings
• Follow departmental policies and procedures
• Follow all safety and sanitation policies
• Other duties as assigned

3 TO 5 KEY SKILL SETS REQUIRED
Qualifications:
• Previous Housekeeping experience required
• Computer literate in Microsoft Window applications required
• University/College degree in a related discipline an asset
• Excellent communication and organizational skills
• Strong interpersonal and problem solving abilities
• Highly responsible & reliable
• Ability to work cohesively as part of a team
• Ability to focus attention on guest needs, remaining calm and courteous at all times
Visa Requirements:

Applicant must provide proof of eligibility to work in the United States