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NAIROBI CLUB

FOUNDED 1901

***Exciting Career Opportunity at Nairobi Club***

**INTERNAL JOB ADVERTIEMENT**

**HEAD HOUSE KEEPER (JOB REF: NC/HHK/10/2019)**

**Brief Background of the organization**

Nairobi Club is a private members’ Club, owned by its Members. It was established in 1901 by Members who realized the need for a home environment in the heart of Nairobi. The Club is the second oldest and most popular establishment of its kind in Kenya.

We are situated at the fast growing Upper Hill region north of the Central Business District – (CBD). It is an easy 5 minute drive from the City Centre to the heart of Kenya’s premier Club.

**2. Job Summary**

Reporting to the Club secretary, the Head housekeeper will be responsible for the entire housekeeping department in the club. He/she will assume complete direction in running the operations of the department so as to achieve excellent standards of cleanliness in the rooms, public areas and the entire club.

**3. Key Measurable Goals**

1. Ensure the high standards for the department are met.(cleanliness & hygiene)
2. Leave management in the housekeeping department
3. Training of staff, motivation and supervision.
4. Develop housekeeping budgets for the year.
5. Strict implementation of controls.
6. Analyze members/guests feedback and giving solution for future improvement.
7. Check on the contracted services and ratify if any to be approved.

**4. Duties & Responsibilities**

1. Develop plans, action and standard operating procedures for the department.
2. Oversee the inspection programme developed by assistant housekeeper for all public areas, guests’ rooms and washrooms to ensure proper maintenance of standards are achieved and sustained.
3. With the assistance of the chief accountant, develop budgets for the housekeeping department to ensure that it operates within the established costs while providing maximum service.
4. Indentify staff needs and qualifications desired for the housekeeping department.
5. Establish a training programme within the department that will equip employees with the techniques and skills for the job.
6. Conduct supervisor’s performance appraisals on time showing objectivity and sincerity.
7. Oversee the administration of the time controls through regular checks on the attendance book.
8. Manage leave schedules for the department ensuring that leave liability on the club is reduced.
9. Maintain strict inventory and purchase of all controllable items.
10. Control expenditures on operating equipment and guests supplies.
11. Communicate management decisions and expectations to employees in order to make them feel included in the overall operations of the club.
12. Ensure that health and safety policies and procedures are observed in the department to prevent hazards.

If your qualifications and experience meet the above criteria, please send an application (quoting the Job reference number) and detailed CV indicating day contact telephone number, current remuneration and three referees by **18th October 2019** to: The Human Resources Manager, Nairobi Club, P.O. Box 30171-00100, Nairobi or e-mail to **hr@nairobiclub.com**