Stay Smart at the Holiday Inn Express Hotel & Suites -Groveport, a perfect location for the business or leisure traveler. In addition to our finely appointed guest rooms. Some of our outstanding amenities include a fitness Center, indoor heated pool, 24-hour business center, and complimentary high-speed internet access. Join us for our complimentary hot breakfast at our newly updated breakfast bar.

Description We're looking for a qualified, motivated Housekeeping Inspector/Supervisor and Room attendant. The Housekeeping Inspector will supervise, direct, assist, and assure the completion of housekeeping tasks assigned to Room Attendants and Housepersons in guest rooms and corridors to maintain Innvite Hospitality high standards of cleanliness. ESSENTIAL FUNCTIONS: • Visually inspect VIP rooms, guest rooms and corridors for cleanliness and appearance. Prepare work orders for shampooers to clean carpets and supply room attendants to maintain par stock in closet, etc. • Train and monitor performance of room attendants and housepersons. Provide organization, instruction, guidance, communication, counselling, as well as exercise good judgement, while reinforcing IHG’s high standards of quality. Prepare work performance reports on all personnel assigned to work area and submit to the Housekeeping Manager. Insure all jobs are completed within the shift. • Take requested inventories of furniture, fixtures, equipment and supplies, etc. Insure that both carts and linen/supply closets are kept clean, neat, and stocked according to departmental guidelines. Upon inspection of VIP rooms, make certain all VIP supplies are in place. • Report all maintenance deficiencies in guest rooms and corridors via work orders to HK Mgr and Maintenance. Telephone deficiencies considered emergencies (i.e. overflowing toilets or broken pipes in bathrooms, lights out in bathrooms, closets, or corridors, broken mirror or window) to the maintenance department. • Expedite special guest requests, such as extra towels, blankets or pillows. Other: Regular attendance in conformance with the standards, which may be established by Innvite Hospitality from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. Upon employment, all employees are required to fully comply with Innvite Hospitality rules and regulations for the safe and efficient operation of hotel facilities. Employees who violate Hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment. SUPPORTIVE FUNCTIONS: In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the hotel. • Assist room attendants and houseperson in securing all supplies and tools necessary for the completion of their jobs as the need arises. • Report all suspicious persons or actions, hazardous conditions, etc. to the Security Department. • Respond to guest questions. Provide guest assistance, directions, and information as requested. • Provide instruction and/or guidance for guest and employee safety in fire or other emergency situations. • Other duties as assigned such as assisting Room Attendants when necessary. Requirements SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. • Ability to lift, reach, bend, stoop, stand and walk continuously, climb stairs, and push or pull heavy equipment. • Ability to read, write and communicate in English in order to complete forms such as a room status report and meet guest needs/requests. • Ability to provide clear direction, instruction and guidance to subordinates. • Ability to organize and prioritize work, and meet deadlines. • Ability to exercise judgement and implement control over the performance of subordinates. QUALIFICATION STANDARDS Education: Any combination of education and experience that provides the required knowledge, skills, and abilities. High School education preferred. Experience: Minimum 2 years supervisory experience or one year of comparable Housekeeping experience acceptable. Licenses or certificates: None. Grooming: All employees must maintain a neat, clean and well groomed appearance (specific standards available). Note: The hotel functions seven (7) days a week and twenty-four (24) hours per day. All employees, both management and hourly, must realize this fact and be aware that at times it may be necessary to move an employee from their accustomed shift as business demands