



## Person Specification

Job Title

**Housekeeping Supervisor**

### Qualifications



#### Desirable

- |   |   |
|---|---|
| 1. Level 2 in English, Maths  | A |
| 2. NVQ 2 or 3 in Hospitality, housekeeping or related field.            | A |
| 3. Health and safety training certification including COSHH regulations |   |

### Key skills

#### Essential

- |   |   |
|---|---|
| 1. Level of literacy at a standard to be able to follow written instructions and calculate areas and measurements | I |
| 2. Excellent attention to detail.   | I |
| 3. Strong organisational and time management skills   |   |
| 4. Ability to manage workloads and delegate tasks effectively   | I |
| 5. Ability to use and select equipment /consumables to complete housekeeping tasks                                | I |
| 6. Able to provide constructive feedback.   | I |
| 7. Hold a current clean driving license and have use of their own transport.                                      |   |
| 8. Proven ability to lead, train and motivate a team.   |   |
| 9. Ability to work under pressure and meet deadlines  |   |

#### Desirable

- |  |   |
|--|---|
| 1. Ability to act as a Mentor to people with disabilities/learning difficulties on work experience | I |
|--|---|

### Experience

#### Essential

- |  |   |
|--|---|
| 1. Previous experience in Housekeeping role within a hotel, healthcare or similar environment. | A |
|--|---|

#### Desirable

- |   |     |
|---|-----|
| 1. Line Management / supervisory experience | A/I |
|---|-----|

### Knowledge

#### Essential

- |  |     |
|--|-----|
| 1. Good level of written communication         | A/I |
| 2. Basic IT Skills                             | A/I |
| 3. Time management skills                      | A/I |
| 4. Infection control                           | I   |
| 5. Legionella                                  |     |
| 6. Experience of control and ordering supplies |     |

#### Desirable

- |   |     |
|---|-----|
| 1. Basic Health & Safety compliance knowledge | A/I |
| 2. Safe moving & handling procedures          | A/I |
| 3. COSHH knowledge                            | A/I |
| 4. First Aid                                  | A/I |
| 5. Basic Food Hygiene                         | A/I |

### Other personal requirements

#### Essential

- |   |   |
|---|---|
| 1. Approachable and helpful   | I |
| 2. Able to effectively manage a varied and sizeable workload              | I |
| 3. Willingness to travel to other Portland College sites                  | I |
| 4. Flexible and willing to work weekends, holidays or shifts if required. |   |

### ✓ How we intend to assess your match with our person specification

**A** Application Form

**C** Assessment Centre

**I** Interview