



WINDSOR COURT HOTEL

JOB POSTING

4/24/19

MANAGEMENT POSITIONS

Housekeeping Manager (1)

Position Overview: Fulfill all supervisory duties of the Housekeeping department and assume managerial responsibility in the absence of the Director and Assistant Director of Housekeeping. Ensure that all Housekeeping personnel are fulfilling their job functions Appropriately. Address and resolve all customer problems in an efficient and effective manner. Ensure that all lobbies, guest corridors, service areas, linen closets, restrooms and storage areas are in clean and tidy condition at all times.

Position Requirements: Minimum of 4 years of housekeeping experience at a supervisory level preferred. Ability to work a flexible schedule. Excellent customer service, written and verbal communication skills. Excellent mathematical skills. Strong organizational skills. Must be computer literate. High School Diploma or equivalent.

NOTICE

It is the policy of Windsor Court Hotel to employ the most qualified individuals. Promotion from within will be given priority whenever possible thus providing for growth, advancement, and increased responsibility for the Windsor Hotel employees.

EQUAL OPPORTUNITY EMPLOYER

Windsor Court hotel is an equal opportunity employer and a drug free workplace and does not discriminate against associates or job applicants on the basis of race, religion, color, sex, age, gender, national origin, disability, veteran status, or any other condition protected by applicable state and federal laws, except where a bona fide occupational qualification applies.

EMPLOYMENT AT-WILL

Windsor Court Hotel associates are employed at will. In other words, if employed, you are employed for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. You may, therefore, terminate your employment at any time for any reason. The at-will nature of employment will not be altered by any oral or written presentation, or any representations during the pre-hire interviews, discussions, or recruiting materials. The hotel operates 24 hours a day, 7 days a week and 365 days a year therefore to support team members and to exceed our guest's expectations the hotel requires good attendance, impeccable grooming standards, energetic and positive attitudes. Most positions require individuals who can work varied hours, shifts, including holidays and weekends.

E VERIFY

The Windsor Court Hotel participates in E-Verify.

FOR MORE INFORMATION

If there are questions regarding positions listed, the application process, salary and/or job requirement specifics, please direct them to Human Resources.

300 Gravier St, New Orleans, LA 70130; Phone 504 962 4925; Fax 504 596 4722; Job Line 504 596 4657;

humanresources@windsorcourthotel.com

To apply on-line go to www.windsorcourthotel.com/careers