JOB DESCRIPTION

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| **JOB TITLE:** | Management Trainee Housekeeping (I Stripe) |
| **MANAGER’S TITLE:** | Housekeeping Manager |
| **DEPARTMENT NAME:** | Housekeeping |
| **REPORTS TO :** | Assistant Housekeeping Manager and above |
| **BASIC PURPOSE:** The Management Trainees will cross-train on different areas within the Housekeeping Department. | |
| **HIS/HER RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**   * + Compliance with all housekeeping college procedures as set out in college manual and hotel ops website.   + Cross-train in different areas within housekeeping, i.e. Open decks, crew areas, public areas, spa, staterooms and administration.   + Ensure cleanliness and standards are as per company’s standards.   + Ensure that all information, training schedules and special requirements are passed on respective team members.   + Ensure that team members are supplied with the equipment and items required to complete daily routine and tasks.   + Complete performance reviews and procedural paperwork for assigned team members.   + Contribute to management meetings when required and communicate and cooperate fully with management team.   + Train new team members on assigned tasks, proper handling and use of chemicals, safety and garbage management programs implemented by the company.   + Responsible for writing daily work order and follow-up.   + Ensure the follow-up of all jobs assigned to team members, including job quality and productivity.   + Perform other duties as may be necessary and directed by The Senior Assistant Housekeeping Manager.   + Adhere to all Carnival Service Values at all times.   + Extend appropriate greeting to all guests and crew at every opportunity.   + Apply hospitality standards at all times in guest and crew areas   + Follow all safety regulations (boat drills, door stopper policy etc.) during the course of duty   + At the end of training period Management Trainee will receive evaluation and tracking form filled manager review. Tracking form will remain in the file.   + Follow all environmental, USPH and HESS - MS procedures as applicable for position   + Follow up Time and Attendance policy | |
| **REPORTING RELATIONSHIPS:**  Assistant Housekeeping Manager  Senior Assistant Housekeeping Manager  Housekeeping Manager | |