

Staff Compound Supervisor

[Apply Now](#)

Company: Accor

Location: Kuwait

Category: other-general

Company Description

Movenpick Hotel & Resort Al Bida'a Kuwait is situated on a stunning beach with white sand merging into azure waters. Located just 15 minutes from Kuwait International Airport and ten minutes from Kuwait's well-known shopping district in Salmiya, our 5 star hotel has a location that suits both business and leisure travelers alike.

Shopping destinations, restaurants and a cinema complex are also located nearby for those who would like to discover the city.

Job Description

Scope:

Ensures the safety and wellbeing of employees living at the accommodation. Maintain and makes sure all accommodation requirements meet the hotel standards and ensures the hotel policies are being applied.

Responsibilities and Obligations:

Responsible for all administrative work related to the maintenance and Staff issues in the accommodation.

Updates regularly the accommodation plan and rooms inventory.

Responsible for incidents in the accommodation and report immediately to Human Resources department.

Handles staff problems and concerns related to their rooms and privacy.

Picks up and drops employee to the airport.

Coordinates with the contracting company concerning all maintenance issues.

Helps maintain the hygiene standards by assigning cleaning schedule in order to provide our employee a healthy environment.

Daily patrols in the accommodation for anything unusual to be noted and copied to Human Resources Office.

Follows up with the purchasing on pending items related to the staff accommodation.

Updates all stores in the accommodation and responsible for all Purchase Request regarding items in shortage.

Takes a part with Human Resources team in welcoming the new staff & the required arrangement for them as per the new induction program

Responsible for arranging rooms for new staff (Skilled Personnel and Key Personnel) as per Hotel Standards.

Handles & controlling staff movements inside the accommodation.

Prepares Inventory List for all flats and accommodation rooms.

Responsible for all arrangements and cooperation within the hotel's departments related to accommodation, activities, campaigns, etc.

Looks after staff when it comes to their health and safety by reporting any urgent matters.

Is ready at any time in case of emergency to assist and provide support.

Conducts regular checks on First Aid Box, Fire Exits and fire related issues, Outsiders in/out and all other accommodation related issues and tasks.

Conducts regular checks on room cleanliness, documents it, and reports any misuse or lack of cleanliness to the Human Resources Manager.

Responsible to coordinate with Security officers at the accommodation to ensure safety and

security of the employees.

Caters to any employee needs related to their accommodation entitlements.

Makes sure the Accommodation rules are adhered to and sets an example for employees with regards to all related standards and regulation.

Promotes efficiency, confidence, courtesy and an extremely high standard of social skills.

Generally promotes and ensures good inter-departmental relations.

Displays a pleasant manner and positive attitude at all times and to promote a good company image to guests and colleagues.

Demonstrates pride in the workplace and personal appearance at all times when representing the hotel thus identifying a high level of commitment.

Adheres to Company and Hotel rules and regulations at all times.

Makes sure country and hotel regulations are adhered to at all times.

Reports any equipment failures/problems to the Maintenance Department.

Passes any maintenance requests to the Maintenance Department.

Participates in any Training/Developments schemes as recommended by senior management.

Assists the Duty Manager in any task outlined/detailed by him/her.

Complies with any reasonable request made by management to the best of your ability.

Ensures that the standards required by Law and by Management are maintained at all times in the areas specified above.

Security, Safety and Health

Maintains high confidentiality in regard to guest privacy.

Ensures that all potential and real hazards are reported appropriately immediately.

Fully understands the hotel's fire, emergency, and bomb procedures.

Follows emergency procedures to provide for the security and safety of guests and employees.

Works in a safe manner that does not harm or injure self or others.

Anticipates possible and probable hazards and conditions and notifies the Manager.

Maintains the highest standards of personal hygiene, dress, uniform, appearance, body language and conduct.

Qualifications

Competencies:

Good command of English and one other language used by majority of staff.

Five years experience in 5 Star Hotels.

Good knowledge in Microsoft Excel, Word, Outlook.

Additional Information

What is in it for you:

- Employee benefit card offering discounted rates at Accor worldwide.
- Learning programs through our Academies.
- Opportunity to develop your talent and grow within your property and across the world!
- Ability to make a difference through our Corporate Social Responsibility activities, like Planet 21.
- All Heartist Program with exclusive discount card dedicated to Accor employees offering discounted rates for hotel stays, dining, travel, shopping and lot more!
- Career opportunities across a network of international brands in more than 5100 hotels across 110 countries.

Our commitment to Diversity & Inclusion:

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

Do what you love, care for the world, dare to challenge the status quo! **#BELIMITLESS**

[Apply Now](#)

Cross References and Citations:

1. [Staff Compound Supervisor Jobs Kuwait ↗](#)
 2. [Staff Compound Supervisor Jobs Kuwait ↗](#)
 3. [Staff Compound Supervisor Jobs Kuwait ↗](#)
 4. [Staff Compound Supervisor Jobs Kuwait ↗](#)
 5. [Staff Compound Supervisor Jobs Kuwait ↗](#)
 6. [Staff Compound Supervisor search Kuwait ↗](#)
 7. [Staff Compound Supervisor job finder Kuwait ↗](#)
-
1. [Staff Compound Supervisor jobs ↗](#)
 2. [Staff Compound Supervisor jobs ↗](#)
 3. [Staff Compound Supervisor jobs ↗](#)

Source: <https://kw.expertini.com/jobs/job/staff-compound-supervisor-kuwait-accor-1ca15e7358/>

Generated on: 2024-05-06 by [Expertini.Com](#)