

**Adelbert**

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**Housekeeping Supervisor**

Bringing exceptional hospitality skills, sanitation acumen and supervisory wisdom to provide patients' and guests' safety and assurance.



**Performance Summary**

**9** + year's progressively responsible experience in housekeeping and maintenance field.Conducts daily briefings, lectures and trainings developing staff in hospitality services provision. Effectively supervises staff to ensure cleanliness and tidiness of premises. Proficient in responding to guest's queries and resolving problem efficiently.

**Professional skills**

* Outstanding interpersonal and leadership skills
* Self Motivated
* Excellent communication skills
* Strong attention to detail
* Able to prioritize tasks

**Key Accomplishment**

* Promoted from housekeeper to supervisor within 7 months of work following excellence in workmanship and service orientation.

**Professional Experience**

**Dr. Erfan and Bagedo General Hospital – Jeddah K.S.A.**

**Housekeeping Supervisor** ( Oct 2011 – Present )

* Mainly responsible for orderly cleaning and tidiness of all offices, clinics, nurses stations, lobbies, corridors, hallways, outside perimeter, lifts and car parks.
* Conduct briefings to staff in the beginning of the shift. And orientation training and in-service training to explain policies, work procedures and to demonstrate use and maintenance of equipment.
* Conduct rounds and inspections on random intervals to check on the level of staff performance and ensure cleanliness in all areas is well maintained.
* Plan and prepare schedule of project cleaning to be done weekly or monthly. Report accomplishments of projects done and all completed task in a timely manner.
* Endorse all complete and incomplete tasks to follow up by the incoming shift including

transfer of jobs, and ensure all job transfer are properly documented.

* Report any work related incidents or accidents occurred within the shift and document it using the appropriate hospital forms.
* Complete checklist and other associated forms required by Infection Control and Housekeeping Department to ensure compliance to hospital policies and procedures.
* Follow up, in-coordination with the Housekeeping order taker, any incomplete maintenance work order in his assigned area.
* Ensures rooms, offices and clinics are in good and excellent condition.
* Investigate complains regarding housekeeping services and equipment, and takes corrective action.
* Responsible in arranging the collection of medical and non-medical Hospital waste, including office waste; and that labeling and disposal at the Waste room is done properly.
* Monitor the cost effectiveness of cleaning materials and chemical used.
* Ensure that cleaning machines are kept clean and in good working condition and report any needed repair to the Housekeeping order taker.
* Report to Building Supervisor the shortage of manpower and staff requirement if needed.
* Ensure that cleaning policy and procedures are applied into action by Housekeeping staff, in accordance with the Infection control policies and procedure and that precaution for isolation rooms are observed and procedures are strictly followed.
* Evaluate performance of cleaners in a timely manner.
* Ensure staff safety and protection against any form of infections or work related incidents thru the practice of wearing proper protective equipment (PPE) and using machines and equipment appropriately.
* Reports to the Building Supervisor any job incidents or accidents related to staff violation of Hospital Rules.
* Respect patient and hospital information and confidentiality.
* Comply and participate in a safety program, infection control and performance improvement activities.
* Follow hospital policy and procedures and customer service rules.
* Perform additional work related task assigned by the Building Housekeeping Supervisor, Housekeeping Manager and Hotelier Services manager.
* Responds to work related calls outside duty hours whenever neccesary.

**Education**

**Tertiary**

Bachelor of Science in Information Technology

MEGABYTE COLLEGE

3rd year 2nd semester

1998 – 2001

**Secondary**

GUAGUA NATIONAL COLLEGES

1989 – 1993

**Primary**

SACRED HEART ACADEMY

1983 – 1989

**Personal Data**

Date of Birth: August 18, 1977

Place of Birth: San Fernando Pampanga

Civil Status: Married

Age: 40

Height: 5'10”

Weight: 190 lbs.

Nationality: Filipino

**Languages Spoken**

English

Arabic

Tagalog

**Career Objective:** *To succeed in environment of growth and excellence and earn a job satisfaction**and self development and help me achieve personal as well as organizational goals.*