

**1.0 Title:**

Assistant Housekeeping Manager Trainee

2.0 Basic Functions:

The Management Trainee (I stripe) will cross-train on different areas within the Housekeeping Department.

3.0 Responsibility and authority:

He/she will be responsible for:

- Ensure all housekeeping staff complies with the company standards regarding dress and appearance (Carnival Look Book).
- Cross-train in different areas within Housekeeping, i.e. open decks, crew areas, public areas, staterooms and administration.
- Compliance with housekeeping procedures as set out in the CCL Safety Management Systems (SMS) Manual.
- Compliance with USPH regulations, as set out in VSP manual.
- 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.
- Ensure that all team members have all necessary cleaning equipment.
- Be able to motivate & train Team Members so able to deliver fun & memorable vacations to our guests on a consistent basis.
- Perform other duties as may be necessary and directed by the Senior Assistant Housekeeping Manager.