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# Example of Assistant Housekeeper Job Description

Our company is hiring for an assistant housekeeper. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant housekeeper

* Ability to manage Department Financials, Checkbooks, Inventory, Forecasting and Budgeting
* To inspect all hotel areas to ensure both the cleanliness and comfort of the hotels guests are maintained and that all standard amenities and touches are provided in rooms and public areas
* To establish and maintain the highest standards of cleanliness on all rooms and public areas in line with ABC training and brand standards
* To monitor and coach Housekeeping Team leaders in all training aspects within the department supporting their role when required including any training they may need
* Monitor and maintain departmental standards through daily spot checks of hotel guest bed rooms and public areas
* Ensure performance management of the Housekeeping team is carried out in line with hotel policy and procedures and that adequate succession planning is in place
* To ensure scores and guest satisfaction scores in Housekeeping are on target dealing with guest complaints and correspondence
* Support function to Executive Housekeeper in terms of financial reporting of the housekeeping department
* Work closely with the Engineering department on a daily and monthly basis to assist with the planning of the preventative maintenance programme and ensure that our bedrooms are being maintained in the best possible and most efficient way
* Collaborate with other departments in the hotel in particular with the front office team ensuring efficient turnaround of rooms and minimal guest defects

## Qualifications for assistant housekeeper

* Knowledge abilities in other languages would be beneficial
* Heavy lifting of materials up to 10lbs may be required
* Participate in ongoing recognition programs e.g Thanks a Latte vouchers, $10-$150 recognition vouchers, departmental outings, social activities and annual team party
* Hospitality education background
* Minimum 1-year experience in the same position
* Familiar with OPERA system