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# Example of Executive Housekeeper Job Description

Our innovative and growing company is searching for experienced candidates for the position of executive housekeeper. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for executive housekeeper

* Supervises turndown service and special needs of VIPs
* Ensures staff is aware of energy conservation efforts and monitors compliance with procedures
* Helps train associates in safety procedures and supervises their ability to execute departmental and hotel emergency procedures
* Supports modified duty and TLC programs and activities
* Attends weekly sales strategy meeting as needed
* Inspects guest rooms with consistency, according to the Inn and AAA 4 diamond standards
* Responsible for hiring, training and managing the performance of housekeeping staff and supervisors
* Coordinates staff training, including SDS, OSHA, and safety policies
* Establish and maintain a regularly scheduled cleaning program
* To ensure cleanliness, maintenance and management of all guestrooms, functions, public areas and back of house areas to the Housekeeping operational standards

## Qualifications for executive housekeeper

* Liaise with Front office to ensure room cleanliness standards are maintained while meeting productivity goals
* Liaise with F&B to ensure room occupancy meets the preparation
* Ensure there is management support and presence visible on Housekeeping during key times throughout the day
* Daily room and public area check should ensure accuracy in the standard
* Previous exposure to Front Office an asset
* Minimum of 2 years work experience in Housekeeping or similar job in hospitality business