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# Example of Executive Housekeeper Job Description

Our innovative and growing company is looking to fill the role of executive housekeeper. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive housekeeper

* Recruits personnel
* Organizes working meetings with the team, gives useful instructions
* Regularly assesses staff's involvement in attaining targets and takes part in setting performance-related bonuses
* Maintains staff involvement and motivation by taking individuals' needs into account
* Ensures compliance with labor legislation and checks that work schedules are in line with activity forecasts
* Ensure that rooms are cleaned and arranged as per company standard
* Maintain par stock of guest supplies, cleaning supplies, linen and uniforms
* Organize inventories with Maintenance and General Manager for linen, toiletries, amenities, and all other housekeeping items
* Coordinate with Maintenance on pest eradication activities
* Implement Housekeeping systems and procedures in accordance with Best Western and company cleanliness standards

## Qualifications for executive housekeeper

* Monitor guest feedback and follow through with departments accordingly
* High School Diploma or equivalent plus four years housekeeping experience preferably in a hotel or similar size and complexity and including supervisory experience
* Diploma of high school completion is required
* Intermediate to Advanced MS Office
* Candidates must have at a minimum two years prior housekeeping management experience in a full service hotel environment, Sheraton branded experience would be ideal
* Knowledge of inventories, scheduling and productivity management required