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# Example of Housekeeping Inspector Job Description

Our company is looking to fill the role of housekeeping inspector. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for housekeeping inspector

* Dust surfaces in assigned area, including furniture, fixtures, woodwork, pictures, public or house phones, fire extinguisher boxes, exit signs, and air vents
* Empty trash containers, ashtrays, and ash urns in public areas into proper containers for recycling or disposal
* Inspect condition of furniture for tears, rips, and stains and report damages to manager/supervisor
* Clean and maintain lights by wiping lamps, light fixtures, and light switches, checking that they are in proper working condition, and reporting burnt-out bulbs
* Report the items or valuables found on the property in order to help maintain the reputation of the property
* Respond to emergency situations quickly and efficiently, alerting necessary personnel
* Maintain daily records and logs of Custodial Department incidences and activities
* Assist in managing contract labor partner relationships
* Clean designated areas throughout each base village area as directed by Supervisor
* Follow appropriate cleaning and safety guidelines set and provided by Supervisor

## Qualifications for housekeeping inspector

* Ability to lift 50 lbs., carry heavy objects, bend, squat
* Driver's License Highly Preferred but not required
* 2 years Housekeeping Coordinator and/or Supervisor experience preferred
* Must have dependable transportation to and from work
* Must be extremely detailed with outstanding communication skills
* Capability to multi-task multiple projects/duties at once