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# Example of Housekeeping Inspector Job Description

Our innovative and growing company is looking to fill the role of housekeeping inspector. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for housekeeping inspector

* Impecable attention to detail
* Must be willing to work varied hours including weekends and holidays
* To report any faulty electronics, lights, plumbing, telephone via Guestware/IVR to the maintenance department / Housekeeping Shiftleader as well to be filled in the respective room checklists
* Inspect condition of furniture for tears, rips, and stains and report damages to Shift leader / Supervisor
* Inspects guest rooms for cleanliness and quality, ensuring property standards are met or exceeded
* Ensures guest rooms, linens, service landings, guest landings, vending area, stairwells, elevator, maid carts, distribution carts, and equipment are set up in a standardized manner as required by current SOP’s
* Reports room or hall deficiencies, problems related to structure, equipment, and plumbing to Engineering
* Ensures training for safe and proper usage of cleaning solutions and equipment
* Communicates with other departments as needed in order to accomplish tasks
* Verifies inventory and purchase order arrivals and proper floor inventory deliveries

## Qualifications for housekeeping inspector

* High School or equivalent education or Bachelor's Degree preferred
* Must posses suffice relevant experience to perform the task assigned
* Must have basic knowledge of chemicals and their uses
* Demonstrated knowledge of Housekeeping/Laundry/ Hotel department policies and procedures
* Leaderships skills preferred
* These skills are typically acquired through a minimum of one-year Housekeeping/Laundry/Clerical experience