Downloaded from <https://www.velvetjobs.com/job-descriptions/housekeeping-team-leader>

# Example of Housekeeping Team Leader Job Description

Our company is looking to fill the role of housekeeping team leader. 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 housekeeping team leader

* Supervise work activities of housekeeping associates during the shift
* Review the operation plan, assign task sheet, duties and task of the day
* Ensure all associates have the proper tools and equipment to start their shift
* Review VIP’s requirements, preferences and special arrangements
* Monitoring and supporting the housekeeping associates in delivering a high quality cleaning standard consistently
* Ensure associates are maintaining a high standard of cleanliness, guest service standards, good knowledge of company’s programs and initiatives through training and development
* Taking an active/hands on approach with the daily cleaning tasks and conduct a final check/inspection of all guestrooms on his/her floor to ensure standards are met
* Ensure a successful delivery of GPS when appropriate
* Engaging with guests to ensure their expectations are met and that any issues they may have are resolved to their satisfaction
* Investigate complaints received from his/her area regarding services, associates, equipment and take corrective action

## Qualifications for housekeeping team leader

* To attend morning and evening meeting with HK management
* To ensure that all instructions and guest information is discussed correctly and is followed up in a timely manner
* To be aware of the status of suites on assigned floors
* To ensure maximum number of suites are inspected and released on time for the arrival
* To ensure the suites are cleaned and serviced to the highest level in terms of standards and quality
* To ensure the highest standards of cleanliness, maintenance and safety by conducting daily inspections of guest suites, corridors, back areas and pantry storage and the trolley