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# Example of Housekeeping Team Leader Job Description

Our innovative and growing company is hiring for a housekeeping team leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for housekeeping team leader

* To ascertain a high degree of Cleanliness within the Rooms (to receive zero complaints about the Department)
* To carry out any reasonable duties as requested by a Senior Manager
* To conduct daily briefings with staff for VIP arrivals and events in the Hotel
* Critically evaluates one’s own performance and consistently sets high standards
* Insists on clarity of roles, Functions and tasks
* Sets up and maintains systems of information, ensures procedures are being followed
* Maintaining high standards of personal appearance and hygiene at all times
* Ensure the smooth operation and efficiency of the assigned areas
* Assign responsibilities to subordinates and check their work performance
* Supervise, coordinate and participate in the cleanliness of all Public areas, ensuring highest possible standard of cleanliness

## Qualifications for housekeeping team leader

* Preferably a 5\* star Hotel experience, minimum 2 years of Housekeeping Team Leader job experience
* Handling equipment
* Interact with guests and personnel of the hotel in an efficient and friendly manner
* Conduct on-going training and coach all the employees and ensure to maintain records
* Conduct briefing for Housekeeping attendants
* Guides and advises Executive Housekeeper on key performance indicators of employees in the department and ensures measurement of the same