



Example of Director, Housekeeping Job Description

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Our innovative and growing company is searching for experienced candidates for the position of director, housekeeping. 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 director, housekeeping

- Assures effective operation of the Laundry/Valet Department in the absence of the Laundry/Valet Manager
 - Ensure compliance with brand standards the Pearl standards and procedures
 - Distributes, delegates, and directs workload to ensure maximum productivity and customer satisfaction with minimum outlay of expenses in terms of labor and materials
 - Plans and monitors activities to ensure compliance with quality assurance standards
 - Leading our outstanding Housekeeping team in maintaining clean and attractive guestrooms while providing attentive, courteous and efficient service to all guests
 - Directing Supervisors and Room Attendants in completing all pre-cleaning duties, including but not limited to, guest supplies, cleaning supplies, and linen for housekeeping cart set-up
 - Enforcing cleanliness and safety standards for all associates while providing superior levels of customer service for our guests
 - Motivating a dynamic team in building a culture of excellence in order to ensure high cleanliness standards in all assigned areas
 - Coordinate with Sales Show rooms as needed
 - Select, staff, recruit, hire, and train qualified housekeeping candidates
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- Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects
- Requires manual dexterity to use and operate all necessary equipment, tools, products, and supplies
- Must be able to exert well-paced ability to reach different floors of the hotel on a timely basis
- Requires manual dexterity to use and operate all necessary equipment and product
- Respond to all guest requests, problems, complaints and/or accidents presented through reservations, comment cards, letters and/or phone calls, in an
- Qualifications in Hotel Management/ housekeeping and Laundry Operations