



Example of Director, Housekeeping Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a director, housekeeping. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for director, housekeeping

- Ensures accuracy of payroll, including all extra pays, incentives
- Monitor and track associates attendance utilizing the attendance calendar
- Attends periodic staff meetings with other department heads to discuss company policies and guests feedback, and to make recommendations to improve services and ensure a more efficient operation
- Orient and familiarize new associates with hotel facilities and operating hours
- Oversee any guest communications related to housekeeping
- Supervise the day to day operations of the Housekeeping Department
- Has attention to detail and seeks continual improvement for hotel cleanliness standards
- Maintain a high standard of cleanliness in the Hotel, including guest rooms, public areas meeting space, and offices
- Thinks critically and objectively
- Ensure compliance with all corporate Risk Management standards (SDS)

Qualifications for director, housekeeping

- The desire to work with the senior population and to act with integrity and compassion at all times
- Maintaining a clean, safe, comfortable and inviting environment for residents, guests and team members throughout the community
- Proficient in OSHA regulations and risk management programs
- Ideal candidate will be conversational in Spanish

supervisory experience

- Experience in a union setting preferred – contract compliance and handling of grievances