



Example of Director, Housekeeping Job Description

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Our company is searching for experienced candidates for the position of 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

- Conduct monthly and quarterly Housekeeping guest and cleaning supplies inventories on a timely basis
- Focus the Housekeeping Department on their role in contributing to Revinate scores
- Properly store, secure and issue supplies and equipment as needed to meet business demands
- Actively participates in the effective management of employee relations within the department through involvement in performance appraisals, communication meetings, recognition and incentive programs, while being an enthusiastic and empathetic team builder who provides on-going support & guidance
- Leads department to maintain superior colleague engagement through action planning as a result of the Colleague Engagement Survey
- Contributes to a positive hotel culture and to the success of ongoing Service Promise training
- Ensures that monthly financial outlooks and results for the Housekeeping department are accurate
- Assists the Director of Housekeeping in the administration and management of the housekeeping operations, including but not limited to, payroll, scheduling, supply and inventory control, and uniform issues
- Manages the day-to-day operation of the department to ensure Luxury service standards are followed
- Maintains all guest rooms, public and heart of the house areas, ensuring five

Qualifications for director, housekeeping

- Em
- At least 2 years of progressive experience in a hotel
- Minimum 1 year Housekeeping operations experience in a full-service boutique or luxury hotel environment with in-depth interaction with guests required
- Minimum 2 years prior management or supervisory experience required
- Must be able to access all areas of the building efficiently and across varied interior terrain and conditions
- Has strong attention to details