



# Example of Director, Housekeeping Job Description

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Our innovative and 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

- Ensure compliance with all corporate Risk Management standards
- Ensure that public areas, guest rooms and back-of-house areas are cleaned to MHG standards
- Ensure guest privacy and security through correctly following MHG procedures
- Creating an environment wherein continuous improvements are made in the areas of GOP, CES, VOG, and LQA
- Effectively and accurately managing payroll and departmental expenses of Housekeeping Departments, within budgeted and forecasted guidelines
- Developing and executing, in conjunction with the Executive Committee, any capital projects related to guest rooms and public areas
- Overseeing all recruitment processes, and developing departmental succession plans
- Effectively managing all colleagues relationships within the department
- Maintaining an environment that promotes the Health, Wellness and Safety of both Colleagues and Guests
- Maintaining an active Preventative Maintenance program in conjunction with the Director, Engineering

## Qualifications for director, housekeeping

- Proven Ability to be flexible and offer innovative solutions
- Flexibility to work shifts, including mornings, evenings, and weekends as

- Ability to lead a workforce of over 800 employees
- Ability to analyze budgets, overtime reports, full-time employee reports and financial reports
- At least three years of experience in a similar role within a five star luxury environment preferred