



Example of Executive Housekeeper Job Description

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Our growing company is looking to fill the role of executive housekeeper. 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 executive housekeeper

- Maintains Brand cleanliness standards for both rooms and public areas and inspects them to ensure that standards are met
- Plans work schedules and room assignments with minimum disruption to guests
- Establish and maintain a regularly scheduled cleaning program - floor care, deep cleaning, changing shower curtains etc...
- Conduct public area inspections room inspections to evaluate the physical condition of the hotel and recommend any repairs, painting and furnishing upgrades necessary
- Informs other departments of Housekeeping matters that concern them, particularly the Laundry Department, the Engineering Department, the Front Office, and the Food and Beverage department
- May be responsible for the security of lost and found items throughout the hotel
- Supervises the Laundry operational areas
- Performs hourly job functions if necessary
- Works with the Sales department to coordinate room inspections for VIP guests
- Supervises the hotel general cleaning schedule

Qualifications for executive housekeeper

- At least 8 years' relevant experience, with minimum 5 years in managerial position in Housekeeping Department
- High School Diploma or equivalent plus four years housekeeping/laundry experience preferably in a hotel of similar size and complexity and including supervisory experience
- The Executive Housekeeper is responsible and accountable for maintaining the highest standard of room and public area cleanliness and appearance, guest service engendering team spirit and motivation in all staff
- Full utilization of the Housekeeping system ensuring accuracy in use and a range of accurate reports to meet operational needs are produced
- Preparation of housekeeping daily report and monthly reports, commenting on key performance indicators