



Example of Housekeeping Coordinator Job Description

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Our company is looking for a housekeeping coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for housekeeping coordinator

- Must be able to work any day of the week, AM or PM shifts
- Prepare "Opening the House" duties, run LMS Housekeeping Section Report and assign work assignment to Housekeepers according to their sections
- Responsible for supporting the Housekeeping department for administrative duties
- Checks the key cabinet at the end of each shift to make sure that all keys allocated to housekeeping recounted for, mobile phones
- To ensure that the notice board is updated correctly at all times
- To coordinate with the Team Leaders and ensure that the current room statuses are updated in the system at all times
- Registers lost and found in the register, hand over and follow-up with the security department
- To report any unusual incidents, complaints, unauthorized persons in rooms and any sick or irregular behaviour of guests or colleagues to the Housekeeping senior on duty
- To update and maintained the daily mobile phone tracking sheet accurately
- Ensure equipments in Housekeeping Office, including photocopier is working at all times with adequate supplies of paper, toner, and call maintenance engineers when required

Qualifications for housekeeping coordinator

- Relay to Engineering any Maintenance Requests called in by Room

- Assist in Laundry when necessary
- Issue uniforms and maintain uniform logs
- Ability to stand during entire shifts
- Frequent quick movement about multi-level venue