



# Example of Housekeeping Coordinator Job Description

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Our company is looking for a housekeeping coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for housekeeping coordinator

- Forwards administration works to the department concerned
- Understands and is fully aware of the Departmental Performance Plan
- Train Quality Assurance Inspectors and Housekeepers in cleaning procedures, company policies and procedures
- Maintain Lost and Found records
- Update Synergy request
- Walk the floors and inspect guest rooms
- Responsible for the accurate dissemination of information in coordinating the activities of Housekeeping and Front Office the other departments and guests
- Maintain proper communication with guests ambassadors in Housekeeping and other departments
- Ensure housekeeping guest amenities and supplies are well stocked
- Effectively manages and monitors all orders and deliveries for the Housekeeping Department including all cleaning supplies and guest amenities, ensuring competitive pricing

## Qualifications for housekeeping coordinator

- Coordinate Room Attendants' requests to their Housekeeping Aides via phone/pager or in person

- Ability to work evenings overnights, weekends and holidays
- Ideal candidate will have a minimum of two years hospitality experience
- Minimum of two years administrative experience highly preferred
- Previous housekeeping office supervisory experience a plus