



# Example of Housekeeping Coordinator Job Description

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Our company is hiring for a housekeeping coordinator. 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 housekeeping coordinator

- Clean rooms and/or washrooms
- Prepare the night shift rooms list
- Check the linen count for Laundry pickup and delivery days
- Inspect facilities to ensure safety and cleanliness standards are met
- To follow-up on special projects such as pest control, carpet shampoo on guest floors
- To inform relevant Team Leader or Housekeeping Attendant of any guest requests, ensuring that this has been fulfilled in the quickest possible time
- To register lost and found in the register, handover and follow-up with the Security department
- Monitor the issuing of returned lost and found items to finder
- To ensure that the filling system is maintained as per various files established
- To maintain the first aid box, ensuring that it is well stocked and send the necessary requisition of items to the Paramedics

## Qualifications for housekeeping coordinator

- Ability to sit for a long period of time
- Print Housekeeping Opening Reports
- Add list of pre-assigned VIP guestrooms to opening report
- Enter cleaned rooms into computer as checked by the Floor Supervisor

- Possess and demonstrate the ability to interact with all guests, internal and external, effectively with tact and diplomacy in line with property's service standards