



# Example of Housekeeping Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of 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

- Resolve or refer guest issues related to room assignment, room cleanliness, equipment operation and/or amenities in accordance with department policies and procedures
- Create daily room attendant task assignments (AM) or turndown/refresh rooms assignments (PM)
- Assign and print guest traces for the runner or lobby to do (e.g., bed amenities such as crib or roll-away bed)
- Conduct daily inventory of walkie-talkies, check that all are operating correctly, and lock them up when not in use
- Properly handle room keys according to department policies and procedures (only in hotels that do not have an electronic key system)
- Restock room attendants' caddies every night, including laundry bags, shoe shine bags, shower caps, note, pads, pens and pencils
- Consolidate annual leave, PH and sick leaves for room, PA and laundry
- Obtain quotations as per the requirements
- Raise Purchase request as per requirement
- Coordinate with HRD on staff's paper works (PAF, Head count, Leave forms)

## Qualifications for housekeeping coordinator

- A clear thinker with a positive attitude, remaining calm and resolving problems using good judgment

- Literate with a passion for service
- Able to handle the fast-paced work environment
- Is multi-skilled as a Room Attendant other areas of Housekeeping