



Example of Housekeeping Manager Job Description

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

Responsibilities for housekeeping manager

- To ensure a close co-ordination with the Front Office, Engineering, Food and Beverage the Guest Relation regarding usual and unusual guest requests
- To share daily activity highlights with the Executive Housekeeper, including internal and external guest opportunities
- To assist the Executive Housekeeper in fulfilling administrative responsibilities and monitoring activities
- To call the Executive Housekeeper or the DOR for advice in serious cases or if an approval is required
- Carry a radio at all times
- May at times be needed to serve as a Transportation Agent to facilitate transportation needs of guests (or supplies) in lieu of a dedicated Transportation Agent at the hotel, if applicable
- Ensure that assigned staff has reported to work and clocked in properly
- Provides courteous, personalized, attentive, sincere, consistent Guest Service by responding promptly and efficiently to inquiries, request & Complaints using Guest Service Skills
- Prepare and complete all reports needed
- Responsible for overseeing the Housemen, ensuring that they are working appropriately with GRA's, and that they are completing all daily housemen duties/special projects

Qualifications for housekeeping manager

otherwise

- Previous hospitality experience in a Four Star/Four Diamond quality organization preferred
- Must be available to work, varied shifts and flexible schedules to include nights, weekends and holidays
- Supervisory experience in hotel industry
- High school graduate, or experience equivalent there of
- Have 3+ years experience in a management role