



# Example of Housekeeping Manager Job Description

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Our growing company is looking for a 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

- Hire, train coach, evaluate, and manage employees to ensure they have adequate guidance and resources to achieve objectives
- Establish and maintain scheduling procedures
- Ensure accurate and timely payroll reporting
- Respond to all guest requests and guest opportunities in a timely and efficient manner to ensure guest satisfaction
- Keep employee records up to date
- Monitor the daily job performance of the employees
- Execute issuing of disciplinary action and evaluations to employees
- Check and ensure all maintenance work orders are input and completed through HOT SOS
- Maintain cleanliness of complete hotel
- Take ownership of situations or tasks by fully understanding the issue, asking for help when needed, communicating progress and delivering results effectively and efficiently

## Qualifications for housekeeping manager

- Able to work varying shifts, including evenings, weekends, and holidays
- Must have Oregon Driver's License and good driving record
- Minimum of two years housekeeping management experience in a high volume setting preferred
- Relevant work experience in the same or similar role within five star hotel environment

- More than 10 years experience in Housekeeping