



Example of Housekeeping Manager Job Description

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Our growing company is hiring for a housekeeping manager. 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 manager

- Ensuring housekeeping costs are controlled and all products and equipment are maintained, used and stored correctly
 - Monitors inventory items to ensure proper control, the ability to facilitate guests' needs, and maintenance of room quality standards
 - Assist with the evaluation and implementation of programs to promote facilities and profitability in all areas of responsibility
 - Perform regular hotel room inspections to ensure the consistent quality of room preparation and effectiveness of existing system
 - Ensure the communication of production standards and goals, and regularly evaluates departmental progress, revising standards and goals as needed
 - Facilitates the flow of information throughout the department, by assisting in organizing and presiding over regularly scheduled meetings with all employees under his/her span of control
 - Promotes positive guest interactions through prompt, courteous and efficient service, having knowledge of the hotel, hotel staff and services
 - Assist the Housekeeping Manager with hiring, training, motivating, recognizing
 - Responds to changes in the Housekeeping and Laundry functions as dictated by the industry, company and hotel
 - Experience in Custodial Service Management, maintaining a facility with a minimum of 750k square feet
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- Fluent written and spoken English & Korean
- CPR certification and First Aid certifications preferred
- Ability to coach, mentor, train and develop staff
- This position is applicable for citizen of Malaysia or permanent resident of Malaysia only
- Previous hotel experience is required, and management experience is preferred but not required
- Able to work in team and individually