



Example of Housekeeping Manager Job Description

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Our innovative and growing company is looking 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

- Manager will round daily with unit personnel throughout the facility to maintain cleanliness, and conduct unit and room audits and initiate corrective action
 - Responsible for the management of the day shift supervision and staffing assignments and tasks to insure work is performed effectively and efficiently
 - Plans and schedules staff assignments and cleaning services
 - Informs staff of custodial and related policies and directives in meetings and memorandum
 - Provides oral and written instructions to staff for requested special cleaning services which vary from routine operations, including the development of training programs to comply with sustainability directives
 - Inspects, audits buildings and assigned area for compliance with cleaning guidelines
 - Performs the full range of supervisory duties such as interviewing and selecting staff
 - Oversee the supervision of new employees to insure proper probationary competencies are met
 - Utilize software program to assign and maintain facility in a clean, sanitary and safe condition
 - Utilize software program to enhance patient flow monitoring and reducing response, clean and turnaround time in patient rooms
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- Possess positive attitude and cheerful disposition
- Able to converse and write in English, other languages will be added advantages
- Should have experience in inventory control, scheduling and labor productivity
- At least three (3) years of experience in Housekeeping Operations
- At least one (1) year supervisory/management experience in a Housekeeping department
- At least one (1) year of experience working in a luxury hospitality environment