



## Example of Housekeeping Manager Job Description

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Our innovative and growing company is looking for a housekeeping manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for housekeeping manager

- Develop, communicate, and enforce department policies and procedures
- Plan, schedule, organize, and oversee work to ensure proper coverage, timely completion, and satisfactory performance
- Schedule routine inspections of guest rooms and public areas, coach employees on deficiencies, and provide corrective action where appropriate
- Serve as "manager on duty" as required
- Lead a team of professional cleaners to ensure every area of the hotel is immaculately clean, every day
- Establish standards and procedures to ensure the daily efforts of the housekeeping team are productive and produce great results
- Monitor the appearance, standards, and performance of all Housekeeping Team Members with an emphasis on quality training and safe work practices
- To develop and maintain quality training and coaching in a systematic and professional way to ensure consistent delivery of the product service standards
- To appraise colleagues at least every six months, identifying developmental needs from colleagues' appraisals ensuring maximum support received
- To address development needs identified from appraisal and to maximize areas of strength

### Qualifications for housekeeping manager

- Must be able to thrive in a fast-paced environment and hold multiple priorities in mind
- 2 years or more of work experience in managerial level
- High School Diploma or equivalent plus five years housekeeping experience including a minimum of one year of
- Must keep track of payroll and approve the hours of each staff member