



Example of Lead, Housekeeping Job Description

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Our growing company is hiring for a lead, housekeeping. 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 lead, housekeeping

- Daily scheduling of work assignments for staff, ensuring compliance with set guidelines
 - Ensure cleaning responsibilities are met to include all areas from ceiling to floor
 - Jointly responsible with the Housekeeping Manager for refuse and recycling operation
 - Ensure all janitorial supplies storage and organization
 - Responsible for distribution and quantity of essential housekeeping and utility supplies and equipment
 - Abide all fire regulations/codes involved with the facility
 - In the morning / evening, obtain list of rooms to be cleaned / Arrivals and list of prospective check-outs
 - Train new Room Attendants and Inspectors
 - Under the general direction of the Environmental Service Manager, the environmental service technician is responsible for the cleaning of patient rooms, wall washing, all core areas on patient care units including nourishment room, soiled utility, medication room, nurses station, nurses lounge, , and other duties assigned which may include trash transported and disposed of properly
 - Supervising the work performance of each room attendant, and house person ensuring that all set standards are maintained
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- One year of specialized training in plumbing, carpentry, electrical systems, heating/AC or related areas is required
- Bilingual (English-Spanish) prefer
- Personal and professional initiative, enthusiasm, and dedication to excellence in wide ranging services to the center's clients and their customers
- Must have the ability to solve problems and respond to various requests and situations that arise
- Speak, read, and write English – required
- Must have a minimum of four (4) years' experience in housekeeping duties