



Example of Lead, Housekeeping Job Description

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Our innovative and growing company is hiring for a lead, housekeeping. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for lead, housekeeping

- Educating room attendants to keep carts and linen closets clean and tidy at all times
- Ensuring that at the end of the day all carts are stocked and free of garbage
- Informing management of any unusual happenings in the department so appropriate action can be taken
- Submitting all maintenance slip requests and returns completed slips to management when the job has been completed
- Performing weekly and monthly inventory of all housekeeping supplies
- Completing daily checklists and returns to management weekly
- Assisting with cleaning of guest rooms as needed
- Performing any other duties upon request
- Updating the status on all guest rooms through the phone in every guest room, immediately upon completion of the inspection
- Handling all guest requests within 15 minutes

Qualifications for lead, housekeeping

- Performs any other duties upon request
- Minimum of three years of progressive job related experience
- Supervising evening turndown service, and turndown attendants, front of house attendants, laundry, and office attendants
- Preparing evening announcements, weekly standards to keep associates informed of changes, problems, new policies
- Updating forms and checkoff lists as changes are made

