



Example of Lead, Housekeeping Job Description

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Our growing company is looking to fill the role of 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

- Conducting counseling and coaching sessions further disciplinary actions for associates
- Keeps hallways, ice/vending areas and stairways clean and free of obstructions
- You are responsible for all aspects of Health, Safety & Security within your team, in line with the Group Policy (HS001)
- Assists in breaking out of boards for the team
- Inspects rooms once cleaned by the Room Attendants
- Assists with periodic linen and supply inventories
- Trains, leads, coaches, and corrects a team of Core, Regular, Seasonal, and Part Time Housekeeping Staff (in conjunction with the Housekeeping Manager and Housekeeping Supervisor)
- Ensures that employees have to the skills, tools, and knowledge required to perform their job at the highest level (while remaining engaged)
- Plans, assigns, and directs the work of the Housekeeping staff
- Appraises, rewards, and disciplines staff by addressing any complaints with the Housekeeping Manager to seek a resolution

Qualifications for lead, housekeeping

- Experience and training in "Green Cleaning" techniques
- With use of personal protective equipment, must be able to work around

- A minimum of six (6) months of experience in the hospitality, hospital or home/office cleaning field required
- Previous housekeeping experience in vacation properties preferred
- Work holidays and weekends will be required