



Example of Lead, Housekeeping Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a lead, housekeeping. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for lead, housekeeping

- Inspects and evaluates all units and work areas
- Documents inspection forms to hold cleaners accountable and uses these as recognition or re-training tools
- Is responsible for the Housekeeping staff following the established uniform and appearance policies (takes corrective action if necessary)
- Assists the Housekeeping Manager in inventory management
- Ensures proper and timely communication with the Front Desk regarding owner/guest special requests, early check-ins, late check-outs, and room moves
- Has working knowledge of all department equipment
- Establishes and demonstrates standards and procedures for housekeeping staff (to include OSHA standards, Intrawest G&Os, Safety Standards, Guest Service Standards, and all company SOPs)
- Creates and maintains detailed, high-quality, and accurate Standard Operating Procedures (S.O.P.s) for all Housekeeping lodging operations in conjunction with the Executive Housekeeper
- Continuously seeks new ways to improve the current processes
- Obtain daily list of rooms to be cleaned/guest arrivals and check-outs

Qualifications for lead, housekeeping

- Able to communicate in Spanish is a plus
- Ability to follow safety guidelines

- Ability to understand and follow work schedules
- Ability to use good judgment in any situation not covered by daily work schedule