



Example of Lead, Housekeeping Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- Supervises clean-up of the assigned work areas
- Other duties as assigned by Housekeeping Supervisor & Manager
- Assures turnaround time of assigned work area is maintained within established standards at all times
- Reports workflow, system, and efficiency problems, with a suggested plan of corrective action, to department leadership on a timely basis, to keep leaders informed and if there is a need for additional support for resolution
- Provides support to staff in completing backlogs
- Serves as a resource for staff when other department leadership is not present
- Provides ongoing guidance and support necessary for personnel to achieve their optimal level of work performance and job satisfaction
- Assures team members are following policies, procedures, and work rules and reports non-compliance and/or performance concerns to department leadership
- Communicates errors and educates staff to improve efficiency, quality, and productivity
- Assists with department orientation and training of new staff members and provides ongoing education to team members, as needed

Qualifications for lead, housekeeping

- Ability to use personnel efficiently

- Minimum 1 year of experience supervising or leading a housekeeping team or equivalent industry is required, preferably in a high volume hotel, conference center or resort
- Ability to lift and carry heavy objects, bend, squat
- Ability to work around motors, pumps, gear boxes, boilers, chillers, Work will be performed around potentially moving equipment – safety precautions required
- Experience with computer systems such as Springer-Miller Systems (SMS) Property Management System, and/or Kronos Timekeeping preferred