

Employee Requisition Form

Position to Be Filled: Housekeeping Supervisor

Purpose: The Supervisor is responsible for the successful overall coordination and supervision of all housekeeping and linen related functions in the Hotel. Ensures maximum productivity and superior guest service and satisfaction. Also, assists the Housekeeping Manager in the successful overall coordination and direction of all cleaning and janitorial maintenance of the Hotel regarding rooms and public areas.

Required Qualifications / Essential Duties:

- Utilizes leadership skills and motivation techniques in order to maximize productivity and satisfaction of Housekeeping associates.
- Ensures guests' rooms are cleaned to standard and well stocked with amenities by coordinating work responsibilities and inspecting rooms prior to occupancy.
- Coordinates housekeeping work with other departments as necessary.
- Ensures job specific training for housekeeping associates so they may properly execute departmental responsibilities.
- Monitors departmental productivity closely.
- Routinely inspects work areas identifying cleaning needs, potential safety hazards, problems or repair needs and notifies the appropriate individuals for proper solutions.
- Supervises all housekeeping associates to ensure guest calls, guest service, key control, audits, lost & found items are handled in accordance with company policy.
- Prepares various daily, weekly, and monthly reports, offering suggestions and recommendations, where appropriate, to improve productivity and cost effectiveness.
- High School Diploma or GED required
- Minimum of 1 year prior industrial Housekeeping experience required with progressive supervisory / managerial experience preferred.
- Must be able to demonstrate all aspects of hospitality, professionalism, prompt and courteous service, with extreme attention to detail.
- Bi-lingual helpful.

Reports To: Housekeeping Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted