

Employee Requisition Form

Position to Be Filled: Inspector

Purpose: The Housekeeping Inspector is responsible for insuring that all cleaning and janitorial duties on assigned shift are completed properly, guaranteeing an optimum level of guest service satisfaction.

Required Qualifications / Essential Duties:

- Organizes and assigns responsibilities to Houseperson, Housekeepers, and Lobby Attendants.
- Supervises and inspects guests rooms, public areas, and workstations on all shifts. Trains the Housekeeping Associates in the proper execution of their responsibilities and monitors their work closely.
- Routinely inspects work areas, identifies cleaning needs, potential safety hazards, repair needs and notifies the appropriate individual for proper resolution.
- Coordinates housekeeping activities between various departments during assigned shift.
- Inspects guest rooms prior to occupancy to ensure cleanliness and neatness.
- Maintains accurate records of cleaning audits noting which rooms received approval and which did not meet standards.
- Monitors computer system and tracks room vacancies to determine cleaning and maintenance needs.
- High School Diploma or GED required
- Minimum of 1 year prior 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