



Employee Requisition Form

Position to Be Filled: Housekeeping Supervisor

Purpose: Responsible for the overall coordination and supervision of all housekeeping and linen related functions in the Hotel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Utilizes leadership skills and motivation techniques to maximize productivity and satisfaction of housekeeping associates.
- Ensures guest rooms are cleaned to standard and well stocked with amenities by coordinating work responsibilities and inspecting rooms prior to occupancy.
- Coordinate housekeeping work with other departments, as necessary.
- Monitors departmental productivity closely.
- Routinely inspects work area, identifying cleaning needs, potential safety hazards, problems, or repair needs; notifies the appropriate individuals for proper solution.
- Supervises all housekeeping associates to ensure guest calls, guest service, key controls, audits, lost & found items are handled in accordance with company policy.
- Maintains an adequate supply of linens, cleaning chemicals, and amenity inventories, restocking and reordering when necessary.
- Reviews departmental guest complaints, ensuring corrective action are taken; addresses guest complaint(s) in person as needed.
- Possess technical and computer skills necessary to be able to prepare various daily, weekly, and monthly reports, offering suggestions and recommendations, where appropriate, to improve productivity and cost effectiveness.
- Performs other special projects as deemed necessary by the Housekeeping Manager.
- Maintains a consistent and regular attendance.
- Properly trains team members.
- Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- Minimum of one (1) year prior industrial housekeeping experience required, with progressive supervisory/managerial experience preferred.
- Any other duties as assigned.

Reports To:

Housekeeping Manager

Approximate Hours:

Full Time

Filling Deadline:

Open Until Fill

