

Job Title: Housekeeping Manager, Executive Housekeeper, or Director of Housekeeping

Location: [Your Hotel Name/Location]

Job Type: Full-time

Job Summary: We are seeking a detail-oriented Housekeeping Manager to oversee the cleanliness and organization of our hotel. The ideal candidate will manage the housekeeping staff, ensure guest rooms and public areas are clean and well-maintained, and uphold high standards of service and hospitality.

Key Responsibilities:

- Supervise daily housekeeping operations and ensure all areas meet hotel standards.
- Schedule and manage housekeeping staff, including training, performance reviews, and disciplinary actions.
- Inspect guest rooms, corridors, and public spaces for cleanliness and proper maintenance.
- Coordinate with maintenance and front desk teams to address any guest or facility issues promptly.
- Monitor inventory levels of cleaning supplies and linens, placing orders as needed.
- Implement and enforce safety and sanitation protocols in compliance with health regulations.
- Address guest complaints regarding housekeeping services and resolve issues efficiently.
- Manage the budget for the housekeeping department, ensuring cost-effective operations.
- Develop and implement strategies to improve the efficiency and effectiveness of the housekeeping team.

Qualifications:

- High school diploma or equivalent required; a degree in hospitality management is a plus.
- Minimum of 3 years of experience in housekeeping, with at least 1 year in a supervisory role.
- Strong leadership and communication skills.
- Excellent attention to detail and organizational abilities.

- Ability to work flexible hours, including weekends and holidays.
- Knowledge of health and safety regulations in a hotel environment.
- Proficiency in using housekeeping management software is preferred.

Physical Requirements:

- Ability to stand, walk, and reach for extended periods.
- Ability to lift and carry up to 30 pounds.

Compensation and Benefits:

- **Salary:** Competitive, based on experience and qualifications.
- **Health Insurance:** Comprehensive medical, dental, and vision plans.
- **Paid Time Off:** Vacation, sick leave, and holiday pay.
- **Employee Discounts:** Special rates on hotel stays, dining, and services.

Why Join Us: At [Your Hotel Name], we pride ourselves on providing exceptional guest experiences. As a Housekeeping Manager, you'll be part of a dedicated team that ensures our guests feel comfortable and welcomed during their stay. We offer competitive compensation, benefits, and opportunities for professional growth.

To Apply: Please send your resume and a cover letter to [Contact Information].