

## **JOB DESCRIPTION**

Job Title:	EXECUTIVE HOUSEKEEPER / ASSISTANT EXECUTIVE HOUSEKEEPER
Department:	HOUSEKEEPING
Reports To:	RDM

### **JOB DESCRIPTIONS**

1. Managing and overseeing the daily operations of the housekeeping department
2. Develop, implement and monitor cleaning procedures and standards to maintain exceptional levels of cleanliness throughout the hotel
3. Oversee the work of the housekeeping team, providing training, support and feedback to ensure excellent service delivery
4. Manage inventory and order all necessary cleaning supplies, linens and other housekeeping equipment
5. Conduct quality inspections and address any housekeeping issues in a timely and efficient manner
6. Collaborate with other hotel departments to ensure a seamless guest experience
7. Assist with administrative tasks such as scheduling, record-keeping and budgeting

### **Requirement**

1. Minimum 3 - 5 years' experience in a similar assistant housekeeping or supervisory role within the hospitality industry
2. Strong leadership, organisational and problem-solving skills
3. Exceptional attention to detail and a commitment to maintaining high standards
4. Excellent communication and interpersonal skills to effectively manage and motivate the housekeeping team
5. Proficient in the use of housekeeping-related technology and software
6. A team player with a positive attitude and a passion for delivering exceptional guest experiences.

## Acknowledgement

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(Employee Signature)

Name:

Date: