

Post: Housekeeping Supervisor

Qualifications & Skills required

- High school diploma or equivalent; additional certifications in hospitality or housekeeping management are advantageous.
- Previous experience in housekeeping or a related field, with supervisory or leadership responsibilities.
- Knowledge of housekeeping procedures, cleaning techniques, and use of cleaning equipment.
- Strong organizational, communication, and leadership skills.
- Ability to train and manage housekeeping staff effectively.
- Attention to detail and a focus on maintaining cleanliness standards.

Job Description

1. Supervise and coordinate housekeeping staff activities and schedules.
2. Train, instruct, and oversee housekeeping personnel in their duties.
3. Ensure cleanliness and maintenance of rooms, public areas, and facilities.
4. Inspect rooms and common areas to ensure standards are met.
5. Manage inventory of cleaning supplies and equipment.
6. Schedule regular deep cleaning and maintenance tasks.
7. Address guest or client concerns related to housekeeping.
8. Maintain records and reports related to housekeeping operations.
9. Collaborate with other departments for efficient service delivery.
10. Uphold and enforce safety and hygiene standards and protocols.