

# Executive Housekeeper

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## More information about this job:

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### Overview:

#### General Summary:

The Executive Housekeeper will be responsible for supervising all housekeeping and laundry staff, as well as responding to and servicing our guest needs in a friendly and efficient manner.

### Responsibilities:

#### Principal Responsibilities:

- Follow property specific brand standards.
- Schedule housekeeping staff in accordance with occupancy forecasts.
- Hire, train and supervise all housekeeping and laundry staff in coordination with the Assistant General Manager.
- Responsible for the cleanliness of guest rooms and public areas and for reporting to the maintenance department any deficiencies in any room or public area.
- Inspect all vacant ready and occupied rooms daily.
- Inspect public areas for cleanliness and adherence to brand standards.
- Report all discrepancies.
- Maintain the lost & found daily in FOSSE.
- Control all linen and take accurate monthly inventories of all linen and terry.
- Order required linen and supplies when necessary with the approval of the Assistant General Manager.
- Act as a liaison between front desk and housekeeping and maintenance and housekeeping.
- Reward, discipline and fairly evaluate staff in a timely manner.
- Responsible for the security of guests, employees and hotel assets.
- Perform any other required duties as requested by the Assistant General Manager or General Manager.
- Keep confidential the business functions of the company, including but not limited to, financial status, customer/ guest information, employee issues, etc.

#### Necessary Skills:

- Have a valid driver's license and dependable transportation.
- Be able to communicate effectively in writing, on the telephone and meeting situations.
- Be able to work a flexible schedule.
- Have an outgoing personality, be organized, honest and work well with others.
- Work as manager on duty (MOD).