

7C's Maintenance Company, Inc.

Job Title: Housekeeping Manager

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Housekeeping

Reports To: Director of Housekeeping

Job Summary

The role of the Housekeeping Manager is to manage the housekeeping department by overseeing the planning and organization of the department's duties.

Essential Duties

- Responsible for training and managing the performance of housekeeping staff and supervisors.
- Assist HR in screening and interviewing housekeeping applicants.
- Coordinate with HR for training and on-boarding of new housekeeping staff members.
- Provide daily cleaning assignments to room attendants / housekeepers.
- Manage staffing fluctuations and identify staffing needs.
- Promotes a sense of hard work and teamwork within the department
- Ensures that all housekeeping associates have been thoroughly trained and are consistently following service standards and procedures.

Supervisory Responsibilities

Manage the housekeeping department by overseeing the planning and organization of the department's duties.

Education

One-year related experience and/or training; or equivalent combination of education and experience.

- Supervisor: 1 year (Preferred)
- Housekeeping: 1 year (Preferred)

Behavioral Characteristics

- Ability to perform assigned duties with attention to detail, speed accuracy, follow through, and work with a minimum supervision.

Language Skills

- Strong verbal and written communication skills in English

Computer Skills

- Ability to interpret and perform intermediate computer functions.

Physical Demands

Be able to work in a standing position for long periods of time.

Ability to exert physical effort consistent with cleaning assigned rooms as per the hotel standards.