**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Assistant Housekeeping Manager
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Assists with the management and operation of housekeeping and laundry departments to ensure orderly and attractive conditions in the hotel. Promotes an atmosphere of cleanliness and superior customer care for hotel guests.

* Assists Executive Housekeeper in directing the activities of the housekeeping and laundry departments and furnishing exemplary daily cleaning service to guest rooms and all other areas of the hotel.
* Assists in the preparation of work schedules for staff based on projected occupancy.
* Provides guest room status reports to Front Desk, Executive Housekeeper, and General Manager.
* Inspects premises, guest rooms, linen rooms, and public areas to assure employees maintain the property’s superior standards of housekeeping. Communicates all maintenance and repair needs to appropriate individuals.
* Helps maintain an inventory of guest and housekeeping supplies and linen, ordering replacement of supplies and equipment as needed.
* Creates a service environment focused on the guest, with a passion for high standards in cleanliness. Responds promptly to customer needs.
* Ensures good safety practices of employees and guests throughout the hotel, assisting in the maintenance of proper emergency and security procedures.
* Assists in the training and motivation of housekeeping staff.
* Performs room attendant duties, when required.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* High school diploma or equivalent.
* Two years prior hotel housekeeping experience.
* Basic purchasing and inventory skills.
* Ability to multi-task and prioritize.
* Excellent communication and customer service skills.
* Ability to work a flexible schedule, including weekends and holidays.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.