**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: Executive Housekeeper
* 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.*

Manages the operation of the 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.

* Hires, trains and evaluates department personnel.
* Directs all activities of the housekeeping and laundry departments in furnishing daily service to guest rooms and public areas. Schedules duties, such as heavy cleaning, mattress rotations, etc.
* Prepares work schedules for staff based on projected occupancy.
* Inspects premises, guest rooms, linen rooms, and public areas to assure employees maintain the property’s superior standards of housekeeping.
* Maintains 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.
* Identifies and resolves problems in a timely manner, and develops alternative solutions.
* Coordinates staff training, including MSDS, OSHA, and safety policies.
* Maintains lost and found.
* 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.
* Three years prior hotel housekeeping experience. Supervisory experience desired.
* Basic accounting, 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.