

Job Title: **Housekeeping Manager**

Location: Super 8 by Wyndham Cornwall

Job Type: Full-Time

Job Summary: The Housekeeping Manager is responsible for overseeing the daily operations of the housekeeping department, ensuring that the hotel’s cleanliness and maintenance standards are met. This role involves managing a team of housekeeping staff, coordinating tasks, and maintaining high levels of guest satisfaction through impeccable service.

**Key Responsibilities:**

* **Team Management:** Recruit, train, and supervise housekeeping staff. Conduct performance evaluations and provide ongoing coaching and development.
* **Operational Oversight:** Schedule and assign daily tasks to housekeeping staff to ensure efficient workflow and coverage of all areas.
* **Quality Control:** Inspect rooms, public areas, and back-of-house spaces to ensure cleanliness and adherence to hotel standards. Address any issues promptly.
* **Inventory Management:** Maintain inventory of cleaning supplies and equipment, ensuring adequate stock levels. Order supplies as needed and manage budgets.
* **Policy Enforcement:** Implement and enforce housekeeping policies and procedures, including safety and sanitation standards.
* **Collaboration:** Work closely with other departments, such as front desk and maintenance, to coordinate services and resolve issues.
* **Reporting:** Prepare reports on housekeeping operations, including staff performance, inventory usage, and maintenance needs.
* **Front Desk Customer Service**: Work as a team member providing excellent customer service to arriving and departing guests. **:** Address guest requests and concerns related to housekeeping services. Ensure prompt and courteous service to enhance guest satisfaction.

**Qualifications:**

* Previous experience in hotel housekeeping or related field is a plus, with supervisory experience preferred.
* Strong leadership and team management skills.
* Excellent attention to detail and organizational skills.
* Ability to handle multiple tasks and prioritize effectively.
* Proficient in using housekeeping management software and standard office applications (MS Excel).
* Strong communication and interpersonal skills.
* Must be mature, trustworthy, reliable, bondable, able to provide supervisor references.

**Working Conditions:**

Must be flexible to work various shifts, including weekends and holidays.

**How to Apply:**

Drop resume off in person at 2694 Brookdale Ave, Cornwall or send to sandra@super8cornwall.com