

Housekeeping Supervisor Job Description

Duties and Responsibilities:

- Establish work standards and procedures for housekeeping staff and ensure they adhere to it
- Screens/interview housekeeping job applicants, hire new employees, and recommend promotion and/or transfer of employees if and when the need arises
- Take stock of available inventory so as to ensure a steady supply of work materials
- Assign duties to workers and inspect already completed tasks so as to ensure compliance with already stated housekeeping standards
- Make recommendations to help improve housekeeping services within the organization
- Personally carry out housekeeping duties in the case of any form of emergency/urgency, and/or shortage of staff
- Examine the building/area so as to determine areas that need repairs and/or maintenance
- Record and keep data regarding work assignments, and also prepare reports on a routine basis
- Responsible for issuing work equipment and supplies to the housekeeping staff/workers.

Housekeeping Supervisor Requirements – Skills, Knowledge, and Abilities

- Must be able to communicate effectively and clearly at all times
- Must have excellent interpersonal skills to be able to get along well with co-workers and customers/clients
- Must be willing and able to work as part of a team or even lead a team when called upon to do so
- Must have good coordination and organizational abilities

- Must be someone that is trustworthy/honest. This is important because the supervisor may be in charge of looking after people's personal belongings
- Must be proactive in carrying out assigned duties
- Must have good time management abilities
- Must be good at decision making
- Must have a good knowledge of customer service principles
- Must have relevant experience in housekeeping (preferably in a supervisory role).
- Should have a degree in a hospitality-related field
- You may be expected to pass certain [assessment tests](#) to prove you are qualified for the role.