



Point Lookout Resort and Conference Center

Housekeeping Manager

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| Position Title: | Housekeeping Manager | Department: | Facilities |
| Reports To: | Facilities Manager | FLSA Designation: | |
| Date Written/Revised: | July 21, 2010 | Approved by Supervisor: | |

Job Description:

We are seeking a Housekeeping Manager.

The Housekeeping Manager is responsible for the management of the housekeeping and laundry departments. This includes management of the housekeeping and laundry staff and ensuring that the resort facilities, guest rooms and public areas, meet all standards related to comfort and aesthetics.

The Housekeeping Manager will:

- △ train, supervise, develop, discipline, conduct performance reviews, and counsel team members in accordingly
- △ management of the housekeeping and laundry staff and ensuring that the resort facilities, guest rooms and public areas, meet all standards related to comfort and aesthetics.
- △ coordinate with the Facilities Manager and GM the repair and maintenance program as it relates to guests rooms and public areas
- △ maintain/purchase inventory of all guest rooms and housekeeping supplies including all month end inventories
- △ purchase all basic cleaning supplies, linen and equipment
- △ prepare annual budgets and monthly forecasts
- △ monitor and control budget throughout the year
- △ prepare schedules, reports, and ensure proper staffing levels based on hotel's occupancy
- △ insure property operations meet all internal audit standards
- △ demonstrate positive leadership characteristics which inspire team members to meet and exceed standards and promotes team member empowerment
- △ schedule and conduct departmental meetings
- △ report unsafe conditions immediately
- △ keep work area neat and organized
- △ maintain good working relationship with other departments

Job Requirements: The ideal candidate will possess 5 years management experience in full-service hotels and/or Resort and Conference Center with one hundred plus rooms.