

Inn at Holiday Valley  
Housekeeping Supervisor  
Job Description

Position Objective:

To supervise all Housekeeping areas at the Inn. To maintain a high level of professionalism while following the guidelines and policies.

Reporting Relationship:

Lodging Facility Manager

Works closely with:

Inn Manager, Facilities Director, Conference Sales Department, Front Desk, and Maintenance

Major Responsibilities:

1. To oversee the cleaning and upkeep of guest rooms, the lobby building, and all areas at the Inn
2. Manage, train, and schedule all Housekeeping, Laundry and Breakfast employees
3. Provide quality leadership to ensure a professional image to all staff members
4. Implement policies and procedures through training material
5. Develop new procedures to improve working methods

Other Responsibilities:

1. Daily inspection of guest rooms to ensure quality levels are being met
2. Maintain an organized work area for yourself and other employees
3. Coordinate with Maintenance for room and building repairs.
4. Maintain proper documentation of any incidents or accidents that occur within the Housekeeping, Laundry and Breakfast departments

Qualifications:

1. Self motivated with the ability to motivate others
2. Strong leadership and organizational abilities
3. Willingness to learn and improve in the position
4. Sense of urgency to accomplish tasks in a prioritized manner
5. Previous experience as a Housekeeper
6. Great visual acuity and attention to details
7. Commitment to meeting and exceeding guest expectations

The duties and responsibilities that are listed are not all inclusive. Other duties may develop or be assigned as needed in the ever growing and changing atmosphere of the organization.