

**I. Position**

Executive Housekeeper (3.2)

**II. Related Titles**

Housekeeping Manager; Director of Housekeeping

**III. Job Summary**

Direct the administration of all housekeeping services for guest-rooms, public and staff areas; ensure the highest standards of sanitation, safety, comfort and aesthetics, and direct all housekeeping department projects and programs; supervise all housekeeping employees, hire and discharge, plan and schedule work assignments, inform new employees about club regulations, inspect housekeeping personnel work assignments and requisition supplies.

**IV. Job Tasks (Duties)**

1. Supervises all housekeeping employees; hires new employees as needed, discharges employees when necessary, and writes warning notices when policies have been violated; evaluates employees for promotions/transfers as openings arise
2. Plans the work of the Housekeeping Department and distributes assignments accordingly; assigns regular and special duties to Housepersons, Inspectors and Linen Room Attendants; schedules employees and assigns days off according to occupancy forecasts; maintains a time log record book of all employees within the department
3. Informs new employees about regulations; trains and assigns them to work with experienced employees; checks the work of these employees occasionally and reviews the reports made by Inspectors
4. Inspects the housekeeping staff periodically to check the quantity and quality of their work
5. Approves all supply requisitions such as spreads and bathroom rugs; maintains the lost and found department and is responsible for all lost and found items; determines the rightful owner when possible and makes arrangements for the return of lost items
6. Develops effective strategies to communicate with other departments
7. Develops departmental budget and, after approval, monitors and takes corrective action as necessary to assure that financial goals are attained
8. Makes recommendations regarding necessary capital expenditures and special maintenance/repair improvements
9. Develops and implements linen, supply and other inventory management programs to control expenses
10. Plans "deep cleaning" activities and schedules for club's public and guestroom areas
11. Participates in on-going evaluation programs to ensure that all club areas meet cleanliness, safety and other standards
12. Serves as an ad-hoc member of appropriate club committees
13. Plans professional development and training activities for subordinates

**V. Reports to**

Assistant General Manager (Club House Manager)

**VI. Supervises**

Houseperson (custodian); Housekeeper (in clubs with guestrooms); Laundry Manager