



## **Job Description**

**Job Title:** Housekeeping Supervisor  
**Reports To:** Director of Housekeeping  
**FLSA Status:** Non-Exempt  
**Department:** Housekeeping  
**Division:** Rooms

**Summary:** To service vacant and occupied guestrooms.

### **Essential Functions:**

1. Inspects the cleaning and servicing of all guestrooms.
2. Inspects all vacant rooms daily.
3. Identifies all cleaning defects and reassigns them to the responsible Room Attendants.
4. Reports all repairs and discrepancies of guestrooms.
5. Insures that all Room Attendants have appropriate supplies and linens.
6. Insures that the Room Attendant's linen and supply closets are neat and well organized.
7. Assists in the cleaning of guestrooms when necessary.
8. Assists in processing AM and PM room status reports.
9. Completes a full inspection form on each room inspected and forwards them to the Director of Housekeeping.
10. Assists in checking VIPs, Show Rooms and Due Outs when necessary.
11. Completes special assignments as directed by the Director of Housekeeping.