

## **GENERAL JOB DESCRIPTION**

**JOB TITLE:** Housekeeping Supervisor  
**DEPARTMENT:** Housekeeping  
**SUPERVISOR:** Director of Hotel Operations

### **JOB SUMMARY:**

Assists department director in coordinating staff assignments and training as inventory control.

### **PRINCIPLE DUTIES & RESPONSIBILITIES:** (Essential functions)

- Training and developing housekeeping staff.
- Coordinates work assignments.
- Inspect completed work.
- Assign non-accommodation cleaning assignments to housekeeping team leaders.
- Assist with inventory control, supplies, and keys.

### **OTHER DUTIES & RESPONSIBILITIES:** (Incidental functions)

- Oversee cleanliness of common areas including stairways, supply rooms, public & private laundries, and housekeeping office.
- Responsible for keeping team encouraged and motivated.
- Perform all other duties as required.

### **KNOWLEDGE, SKILL, & ABILITIES:**

- Attention to detail and skilled organization
- Strong supervisory skills, ability to designate responsibilities
- Valid Montana drivers' license and clean driving record.
- Ability to work effectively with all personality types.
- Knowledge of cleaning equipment, chemicals, and procedures.
- Good verbal and written communication skills.
- Ability to understand and carry out verbal & written instructions independently.
- Ability to work weekends, holidays, mornings, and nights.
- Ability to perform light physical tasks, exerting up to 60 lbs of force on a frequent basis and up to 60 lbs on an occasional basis.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry repetitively and for long periods of time.

Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.