



HOUSEKEEPING MANAGER  
| full time |

Edson Hill is a 22 room boutique hotel with beautiful public spaces and room interiors. Our rooms are a major draw for our hotel guests so attention to detail and a passion for your work are essential qualities for success in this position. We are looking for a professional, experienced Housekeeping manager to oversee all duties performed by our housekeeping staff; someone who can develop and implement strategies to improve the efficiency of the housekeeping department and who has excellent management, leadership, and communication skills.

DUTIES AND RESPONSIBILITIES:

- Oversee and manage the daily operations of the housekeeping department
- Ensure cleanliness and maintenance of all guest rooms, public areas, and back-of-house areas
- Develop and implement cleaning schedules and procedures to maintain high standards of cleanliness
- Train, supervise, and motivate a team of housekeeping staff
- Conduct regular inspections to ensure quality control and adherence to standards
- Manage inventory and order supplies as needed
- Collaborate with other departments to ensure smooth operations and guest satisfaction
- Handle guest requests and complaints in a timely and professional manner
- Maintain a safe working environment for staff

QUALIFICATIONS:

- Previous experience in hotel or hospitality industry, preferably in a leadership role
- Strong knowledge of housekeeping management practices and procedures
- Excellent organizational and time management skills
- Ability to effectively communicate with staff, guests, and other departments
- Knowledge of custodial and commercial cleaning techniques
- Proven ability to manage and supervise a team
- Detail-oriented with a focus on cleanliness and quality control

If you are a motivated individual with a passion for cleanliness and hospitality, we invite you to join our team as a Housekeeping Manager. We offer competitive pay, benefits, and opportunities for career growth. Apply now to be part of our dynamic team!

Job Type: Full-time

Salary: From \$25.00 per hour

Expected hours: 40 per week

Benefits:

- Employee discount
- Health insurance
- Paid time off
- Paid training
- Vision insurance

Schedule:

- 8 hour shift
- Day shift

Work Location: In person