

Assistant Executive Housekeeper – Engage Hospitality

Engage Hospitality has an immediate opening for an Assistant Executive Housekeeper. The ideal candidate for the position will have previous hotel management experience and have a successful track record managing a hotel housekeeping department in a union environment. Must be able to deliver a high level of customer service and have excellent follow-through. You must be able to direct, train, and supervise the housekeeping department while maintaining the company service standards. This position requires a flexible schedule and the ability to work as the business dictates.

Major Responsibilities:

- Assign rooms to be cleaned and schedule adequate staffing for the housekeeping department.
- Update room status in a timely manner and insure all is accurate.
- Assist room attendants when short staffed.
- Inspect all rooms and inform Executive Housekeeper, Front Desk, and General Manager of any discrepancies.
- Inspect all public areas for cleanliness and immediately rectify any areas not up to standards.
- If applicable, order food items for honor bar.
- Perform and maintain inventory of housekeeping department supplies.
- Verify housekeeping department supply deliveries and report discrepancies to Executive Housekeeper and General Manager.
- Handle lost and found items.
- Handle employee recruitment, discipline, and performance evaluations for housekeeping staff.
- Train and supervise housekeeping staff and be knowledgeable of Union contract if applicable.
- Consistently communicate with Executive Housekeeper and General Manager of ongoing projects and personnel issues.
- Actively participate in achieving a safe work environment.
- Perform any other duties as assigned by management.

Education, Experience, Training or Skills required:

- 2 to 5 years progressive housekeeping/hotel management experience required.
- Proficient with safety procedures required.
- Union experience required.
- Bilingual preferred.

Physical Requirements:

- Able to grasp objects of less than 5 pounds.
- Able to push and pull objects from 5 to 50 pounds.
- Able to lift objects of more than 10 pounds.

Qualified candidates are invited to submit their resumes to this posting or apply in person at 440 Geary Street, San Francisco.

Compensation: Medical/Dental/401K/Employee Assistance Program/Group Life Insurance/LTD