

## KNOW YOUR EXECUTIVE HOUSEKEEPER

When the executive housekeeping department starts up it consists only of one employee in a new property ----- the executive housekeeper. The position of the executive housekeeper 's within the organizations should be well defined & cleared. Executive housekeepers are the head of the department, but many do reach the corporate level as a corporate executive housekeeper. It should be made known to whether he/she has to report to the room division manager or residence manager or the general manager. Nowadays all [Hotel management courses in Delhi](#) offers different types of housekeeping supervisory courses which lead them to become a future housekeeper among all college which offers such courses [The Hotel School](#) offers best hotel management courses to sharpen the skill of future housekeepers.



Executive housekeeper coordinates between housekeeping crews to inspect assigned areas to ensure standards are met. An executive housekeeper manages many priorities and demands and is able to solve problems, support staff, as well as perform the duties of a housekeeper when required.

Duties of an executive housekeeper When joined in a new property

### Main duties of the executive housekeeper are to

➔ Finding your place

- ➔ Getting acquainted
- ➔ Planning, organizing, priority recruiting
- ➔ Material resources
- ➔ System & procedure
- ➔ Division of work
- ➔ Making area responsibility plan
- ➔ Organizing the new workforce
- ➔ Housebreak up

### **Some important skills that can help you to work toward an executive housekeeper position include:**

- ➔ Effective speaking and communications.
- ➔ Time management skills.
- ➔ Critical thinking to recognize problems and identify solutions.
- ➔ Managerial experience to oversee others.
- ➔ General decision making.
- ➔ The art of negotiations

### **What are we looking for?**

An Executive Housekeeper/Housekeeping Manager serving Hilton Worldwide Brand hotels and vacations are always working on behalf of our Guests and working with other Team Members. To successfully fill this role, you should maintain the attitude, behaviors, skills, and values that follow:

- ➔ Housekeeping/laundry experience in the hotel/leisure/retail sector in a managerial or supervisory capacity
- ➔ High level of commercial awareness and cost control capabilities
- ➔ Previous experience of managing a department and Profit & Loss account
- ➔ Excellent leadership, interpersonal and communication skills
- ➔ Committed to delivering high levels of customer service
- ➔ Ability to work under pressure

- ➔ IT proficiency
- ➔ Excellent grooming standards
- ➔ Flexibility to respond to a range of different work situations