1. Managed staff of [Number] housekeepers.
2. Worked with front desk to respond promptly to all guest requests.
3. Completed schedules, shift reports and other business documentation.
4. Trained and mentored all new personnel to maximize quality of service and performance.
5. Coordinated household cleaning service operations, including driving business development and managing client relations.
6. Assigned housekeeping staff to specific shifts and room blocks based on abilities and daily requirements.
7. Communicated repair needs to maintenance staff.
8. Placed orders for housekeeping supplies and guest toiletries.
9. Introduced new operational programs like incentives to increase company loyalty and reduce employee turnover.
10. Managed team productivity and workflow to exceed quality standards.
11. Created and implemented training programs to enhance employee performance.
12. Improved process efficiency through effective inventory control in alignment with client standards.
13. Promoted safety by demonstrating proper operation and training staff on power equipment tools.
14. Utilized chemicals and cleaning equipment in accordance with safety protocols and proper operating standards.
15. Maintained controls over expenses and inventory for optimal budget tracking.
16. Evaluated employee performance and developed improvement plans.
17. Implemented new cleaning processes and team strategies to reduce necessary man-hours by [Number] hours per week.
18. Drove improvements to workflow and room turnover with hands-on, proactive management style.
19. Reduced financial discrepancies through accurate management of payroll and bookkeeping processes.
20. Directed team of [Number] personnel in busy hotel with [Number] rooms.