

<https://thezenwellnessresort.com/job/assistant-housekeeping-manager/>

Assistant Housekeeping Manager

Description

As the Assistant Housekeeping Manager, you will provide leadership to the housekeeping department to maximize the operations and ensure that guests have an exceptional stay. The Assistant Manager will act in the place of the Manager to ensure smooth daily operations of the team.

- Ensuring exceptional cleanliness and order in the hotel.
- Managing and motivating the housekeeping staff.
- Supporting the executive housekeeper in daily operations.
- Key responsibilities involve creating work schedules.
- Inspecting rooms and public areas for cleanliness and maintaining inventory and supplies.

Responsibilities

Operational and staff management

- **Supervise staff:** Lead and guide housekeeping staff, assign duties, and ensure work is completed to high standards.
- **Schedule staff:** Create efficient work schedules for the team to cover all areas and ensure adequate staffing for peak times.
- **Train staff:** Recruit, train, and motivate new and existing staff to align with service standards.
- **Inspect quality:** Regularly inspect rooms and public areas to ensure they meet the highest standards of cleanliness and presentation.

Guest satisfaction and service

- **Address guest needs:** Proactively anticipate and meet guest needs to ensure a positive experience.
- **Problem-solve:** Investigate and resolve issues related to guest complaints or operational problems.
- **Ensure guest experience:** Take ownership of the look and feel of assigned areas to ensure flawless service in all guest areas.

Efficiency and resource management

- **Manage inventory:** Maintain and manage inventory of cleaning supplies, linens, and other housekeeping items.
- **Monitor costs:** Help monitor operating costs and contribute to managing the department budget.
- **Improve processes:** Review and recommend more effective cleaning methods and materials.

Hiring organization
The Zen Wellness Resort

Employment Type
Full-time

Reporting to
Director of Housekeeping

Job Location
Aswan Western Agricultural Road,
1252031, New Aswan City, Egypt

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November 4, 2025