

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

Housekeeping Manager

Description

The Housekeeping Manager is responsible for planning, organizing, and developing of the overall operation of the housekeeping department to a high standard of cleanliness, observing all guidelines regarding infection control and local standards while assuring the highest degree of quality patient and visitor care is maintained at all times. Responsible for staffing, scheduling, training and developing all staff.

- Maintaining high cleanliness standards.
- Managing staff through scheduling and training.
- Controlling department costs.
- Ensuring guest satisfaction.
- Overseeing supply inventory.
- Must also ensure compliance with health and safety regulations and coordinate with other departments to support overall operations.

Responsibilities

Operational excellence

- Maintain and monitor the highest standards of cleanliness in all areas, including guest rooms, public spaces, and back-of-house areas.
- Manage daily cleaning activities, ensuring tasks are completed efficiently and to the required standards.
- Coordinate with departments like front office to manage room availability and ensure a smooth guest experience.
- Oversee the laundry and linen services to ensure quality and proper management.

Staff management and development

- Recruit, hire, train, and schedule housekeeping staff to ensure adequate coverage and high performance.
 - Conduct performance evaluations and provide ongoing training to improve staff skills and knowledge.
 - Ensure staff adhere to personal hygiene, appearance, and conduct standards.
- Develop a team culture that prioritizes excellence and guest satisfaction.

Financial and inventory control

- Manage the housekeeping department budget, control expenses, and ensure costs are within agreed-upon limits.
- Oversee inventory of all cleaning supplies, linen, and equipment, including ordering and stock control.
- Manage relationships with external vendors and service providers, such as pest control and outside laundry services.

Guest satisfaction and safety

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

Date posted

November 4, 2025

- Address guest requests, inquiries, and complaints promptly to ensure a positive guest experience.
- Ensure compliance with all health, safety, sanitation, and infection control guidelines.
- Inspect equipment, report damage or theft, and ensure all cleaning equipment is in proper working order.