

Job Description of Housekeeping Manager

Position Summary:

The Housekeeping Manager is responsible for overseeing and coordinating the day-to-day housekeeping operations within the school, ensuring a clean, safe, and well-maintained environment for students, staff, and visitors. This role involves managing the housekeeping team, developing and enforcing cleaning schedules, ensuring adherence to health and safety standards, and coordinating with other departments to meet the school's operational needs.

Key Responsibilities:

Housekeeping Operations Management:

- Supervise and manage the housekeeping team, ensuring high standards of cleanliness and hygiene across the school facilities, including classrooms, offices, meeting rooms, conference room, common areas, and washrooms.
- Develop and implement effective cleaning schedules and procedures for all school areas, ensuring the timely and thorough completion of tasks.
- Oversee deep cleaning and special cleaning projects, such as during school holidays or after major events.
- Ensure the proper use and storage of cleaning equipment and supplies, maintaining an adequate inventory.

Team Leadership and Staff Management:

- Recruit, train, and manage housekeeping staff, providing ongoing support, guidance, and performance evaluations.
- Foster a positive and productive team environment, promoting collaboration and ensuring high morale.
- Create and maintain staff schedules to ensure optimal coverage across all areas of the school.
- Provide leadership during school events, ensuring cleanliness standards are upheld during busy periods.

Health and Safety Compliance:

- Ensure adherence to all health, safety, and sanitation regulations, including local laws and safety standards.
- Conduct regular inspections of all areas to ensure that cleaning procedures meet hygiene and safety standards.
- Implement infection control procedures and manage any sanitation-related issues, particularly in shared spaces and high-traffic areas.
- Ensure that cleaning products and chemicals are used safely and stored correctly in accordance with safety guidelines.

Quality Control and Continuous Improvement:

- Monitor and evaluate the effectiveness of cleaning procedures and standards, adjusting strategies as necessary to maintain the highest standards of cleanliness.
- Conduct regular quality inspections and assessments of all areas within the school to ensure compliance with established cleanliness standards.

- Identify areas for improvement and implement strategies to enhance the quality of the housekeeping service.

Coordination and Communication:

- Coordinate with other departments, such as maintenance, security, and administration, to address specific needs and requests related to housekeeping services.
- Communicate with school administration to schedule and organize cleaning tasks, ensuring minimal disruption to school activities and events.
- Handle feedback and complaints from students, staff, and parents related to cleanliness, resolving issues promptly and professionally.

Inventory and Budget Management:

- Oversee the ordering and inventory management of cleaning supplies and equipment, ensuring cost-effective practices and maintaining appropriate stock levels.
- Work within a budget for cleaning supplies, equipment, and staff, ensuring the efficient use of resources.

Sustainability and Environmental Practices:

- Promote and implement environmentally friendly cleaning practices, such as using eco-friendly products and reducing waste.
- Stay updated on the latest trends and innovations in sustainable cleaning practices.

Qualifications and Experience:

Education:

- Bachelor's degree or certification in facilities management, hospitality, or a related field is preferred.

Experience:

- Minimum of 5 years of experience in housekeeping management or a related field.
- Proven experience in managing large-scale housekeeping operations, ideally within an educational, institutional, or commercial setting.
- Experience in facilities management and handling complex logistics in an environment requiring high standards of cleanliness and hygiene.
- Experience in working with cleaning management systems or facilities management software is an advantage.