



Job Title: Housekeeping Coordinator

Job Summary

The Housekeeping Coordinator is responsible for overseeing the daily operations of the housekeeping department by coordinating cleaning assignments, maintaining records, ordering, while actively performing housekeeping and cleaning duties as part of the role. The Coordinator ensures smooth communication between housekeeping, front desk, maintenance, and guest services. The role helps maintain high cleanliness standards and excellent guest satisfaction.

Key Responsibilities

- Coordinate daily housekeeping assignments and staff schedules
- Inspect guest rooms and public areas to ensure cleanliness standards are met
- Perform housekeeping and cleaning duties, including cleaning guest rooms, laundry, bathrooms, hallways, and public areas on a regular basis
- Vacuum, dust, mop, sanitize, change linens, and restock supplies
- Communicate with front desk and guest services
- Respond to housekeeping-related concerns promptly
- Ensure cleaning schedules are completed on time
- Monitor and maintain inventory of housekeeping supplies and linens
- Follow safety, hygiene, and quality standards

Qualifications

- High school diploma or equivalent
- Previous housekeeping or hospitality experience preferred
- Ability and willingness to perform physical cleaning work daily
- Strong communication and organizational skills
- Basic computer knowledge and data entry skills
- Ability to multitask and work in a fast-paced environment
- Customer service-oriented attitude
- Ability to work flexible schedules, including weekends and holidays

Skills Required

- Time management
- Team coordination
- Attention to detail
- Problem-solving skills
- Professional communication
- Knowledge of housekeeping operations
- Supervisory or coordinator experience is an advantage

Physical Requirements

- Ability to stand, walk, bend, and lift during shifts
- Ability to lift, push and carry housekeeping supplies and linens of 35–40 pounds
- Ability to perform physical cleaning tasks regularly

Work Schedule

- Flexible schedule including weekends, based on operational needs
- Part-time, average 30 hours weekly

Send cover letter and resume to Sister Anne Curtis ED at acurtis@mercybythesea.org