

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Lead Housekeeper**

**Department: Legacy Center**

**Position Code: K0509**

**Date Prepared: 5/13/09**

**FLSA Status:**  Exempt  Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The Lead Housekeeper provides daily cleaning services for The Legacy Center.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Works flexible, and, when necessary, long hours; evening, weekend, and holiday hours are typical
- Schedule housekeeping staff on a weekly basis
- Maintain inventory of linens, cleaning supplies, etc., and submit requests for purchase of said inventory
- Train new housekeepers and coach housekeepers as they grow in their positions
- Continually look for ways to improve and maintain the cleanliness and appearance of the hotel
- Plan, schedule, and oversee regular seasonal projects such as replacing curtains, cleaning window exteriors, deep-cleaning rooms, etc.
- Clean guest rooms including vacuuming, changing linens, dusting, windows, carpet, and bathrooms
- Clean public areas such as lobby, walkways, restrooms and conference areas
- Occasionally perform minor maintenance
- Communicate frequently with hotel staff and other departments
- Assist guests as necessary

Performs other duties as assigned by supervisor.

### **EDUCATION:**

The person in this position requires no specific education.

### **EXPERIENCE:**

Experience is preferred but not required.

**SUPERVISION:**

The person in this position will supervise no one, but will lead the part-time housekeepers in their day-to-day activities, in projects, and in other assignments.

The person in this position will report to the Assistant General Manager.

**WORK ENVIRONMENT:**

The person in this position will be exposed daily to cleaning chemicals, machinery, and moving parts. Will involve intermittently sitting, standing or stooping, generally standing and walking, lifting light objects regularly (less than 25 pounds), lifting heavy objects on occasion (more than 25 pounds), performed between guest rooms and outside regardless of weather.

**EQUIPMENT:**

The person in this position will use the following equipment: commercial dryer, commercial washer, vacuum, and other cleaning equipment as needed.