

ROBERT SMITH

Sr. Head Of Housekeeping

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SUMMARY

Head Of Housekeeping position that uses skills and enables to make a positive contribution.

CORE COMPETENCIES

Typing, greeting customers, answering multi-line phones, deposits.

PROFESSIONAL EXPERIENCE

Sr. Head Of Housekeeping

ABC Corporation - February 2006 – February 2007

Key Deliverables:

- Cleaned rooms, changed linens, inspected other employees work.
- Made schedule, trained new employees.
- Responsible for Disinfect equipment and supplies, using germicides or steam-operated sterilizers.
- Responsible for Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and other work areas so that health standards are met.
- Responsible for Empty wastebaskets, empty and clean ashtrays, and transport other trash and waste to disposal areas.
- Observed precautions required to protect hotel and guest property and report damage, theft, and found articles to supervisors.
- Replenished supplies, such as drinking glasses, linens, writing supplies, and bathroom items.

Head Of Housekeeping

Delta Corporation - 2004 – 2006

Key Deliverables:

- Maintain professional appearance of funeral home and surroundings Head of housekeeping Supervised all landscaping .
- Maintain cleanliness of 93 guest rooms, public areas, laundry area.
- Maintaining guest satisfaction.
- Filling in as housekeeper, laundry, front desk as needed.
- Recording and maintaining monthly inventory of linens, guest room and laundry supplies.
- Maintained list of repairs needed in guest rooms. Gave them to the maintenance department in a timely manner.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Diploma - 2001(East High School Waterloo - Waterloo, IA)