
Housekeeping Inspector Resume

Job Objective

To secure a position of Housekeeping Inspector in a cutting edge organization where my skills and experience will be put to the test.

Summary of Qualifications:

- Remarkable experience with inventory management, housekeeping practices, and standards
 - Sound knowledge of all the cleaning techniques and equipments
 - Operational knowledge of the cleaning chemicals and their handling
 - Ability to multitask and prioritize the work in order to meet deadlines
 - Skilled to resolve problems and make decisions
 - Outstanding communication and customer service skills
 - Proficient with Word, Excel, Power Point
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Work Experience:

Housekeeping Inspector, October 2006 – Present
Hilton Hotels, Rapid City, SD

- Trained the housekeeping staff in maintaining the facility with the assistance of the housekeeping manager.
- Maintained the inventory for the department and purchased materials to ensure that they are in adequate supplies at all times.
- Coordinated with the various departments to prepare the rooms for the guest's arrivals.
- Developed the work orders for the staff and ensured that the members followed the worksheet to complete the work.

Housekeeping Inspector, August 2002 – September 2006
Extended Stay Hotels, Rapid City, SD

- Administered the housekeeping facilities by ensuring that the linens and uniforms are of optimal quality.
 - Ensured the rooms are ready to receive guests and checked the floor for cleanliness and updated the room status to the front desk.
 - Monitored all the requests and messages for the housekeeping department from the front desk and completed it accordingly.
 - Prepared worksheets for the housekeeping staff to be followed.
 - Administered the staff and provided substitutes in case of there are absentees.
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Education:

High School Diploma, Roncalli High School, Indianapolis, IN

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