



Emerald Hospitality Associates, Inc. is currently seeking an enthusiastic Executive Housekeeper for the brand new Hilton Garden Inn in Auburn, New York!

The Executive Housekeeper is responsible for the overall cleanliness in all areas of the hotel.

Some of the responsibilities and duties will be:

- Manage and ensure the smooth and efficient operation of the Housekeeping Department.
- Review daily arrivals/departures, special requests, and room assignments.
- Manage and resolve staffing issues.
- Maintain superior quality of housekeeping standards in all areas of responsibility; guest rooms, linen, and laundry.
- Staffing: Hire, train, schedule, motivate, discipline and retain associates.
- Conduct inspection tours in areas of responsibility to ensure proper standards of quality, service, and cleanliness are met.
- Work with all departments to ensure a quality product and high level of service is provided to the guests.
- Ensure all expenditures, including labor, guest room supplies, cleaning supplies and equipment fall within the budgetary guidelines.

The ideal candidate must possess the following:

- Minimum 3 years hotel housekeeping management experience
- A self starter with proven experience in the housekeeping field
- Ability to work hands on with the associates is a must
- Enjoy working as part of a team
- Attention to detail with a high standard of cleanliness expectations.
- Computer skills
- Ability to work a variety of schedules and hours as occupancy dictates.
- Ability to work under pressure and multi-task with a positive attitude.

Position offers:

- Competitive salary
- Health insurance
- Dental insurance and Vision Insurance
- Life insurance
- Short Term Disability, Long Term Disability, and Accidental Death and Dismemberment Insurance
- Paid vacations

Emerald Hospitality Associates is an Equal Opportunity Employer.

