



Looking for something new?

Do you have a passion for the hotel industry? We are looking for a **Housekeeping Manager** for our **Hotel Residenz Pforzheim**. You have the great opportunity to help us improving the guest experience. I look forward to receiving your application!

Housekeeping Manager (m/w/d)

Your Profile:

- Completed training as a Housekeeper or Hotel Specialist
- Relevant professional experience in a similar role
- Thorough knowledge of housekeeping standards
- Ability to organize work, delegate tasks, and generate reports
- Positive attitude and excellent communication skills
- Fluent in both German and English
- Ability to work effectively both independently and within a team
- Capable of efficient work under time and resource constraints
- Demonstrated authenticity in character and appearance
- Flexibility and empathy

Your Responsibilities:

- Plan work for the housekeeping department & distribute tasks accordingly
- Responsible for the cleanliness, order and layout of the entire hotel
- Ensuring that all rooms are made to Muze standards
- Keep track of stock of guest supplies, cleaning supplies, linen & uniforms
- Organization of inventories for linen, uniforms & fixed assets
- Pay special attention during the organization of pest eradication activities
- Implement Housekeeping systems & procedures
- Prepare reports to inform management
- Assisting & resolving customer complaints
- Organization of on-the-job training & evaluation of its effectiveness
- Responsibility for Budget & cost control of department
- Top Priority: Responsibility for increasing the Guest satisfaction

What we offer:

- We are a TEAM
- Room for Creativity
- Respectful interaction
- Permanent employment (after a 6-month probation period)
- Family-like atmosphere
- Christmas and vacation bonuses, starting after 11 months of employment
- Discounts at partner companies
- Discounts on cultural activities
- Employee events and benefits
- Bonus systems, incentives, ..

Your Contact for Application:

- Hotel Residenz Pforzheim
- Frau Sybille Tödter
- General Manager
- sibylle.toedter@residenz-pforzheim.de