

**PERFORMANCE EVALUATION**

TITLE: Executive Housekeeper

Name:

Reviewed by:

Circle one:

1 = Not Meeting Expectations

2 = Meeting Expectations

3 = Exceeding Expectations

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| ESSENTIAL FUNCTIONS | PERFORMANCE EVALUATION |
| Schedules housekeeping team according to guest/hotel needs | 1 2 3 |
| Coaches, councils, trains, and motivates housekeeping team | 1 2 3 |
| Ensures carpets/tile are deep cleaned quarterly throughout the hotel | 1 2 3 |
| Quarterly terry/linen inventories are completed and turned in timely | 1 2 3 |
| Plans terry/linen purchases to ensure par levels are met while staying within budget | 1 2 3 |
| Minimizes department turnover by exercising great hiring practices, complete training program, and by positively nurturing team | 1 2 3 |
| Effectively ensures each room is inspected each day (occupied and vacant), to maximize guest satisfaction | 1 2 3 |
| Inspects all public spaces each day to ensure maximized cleanliness | 1 2 3 |
| Plans department purchases to stay within expense budget | 1 2 3 |
| Monitors minutes per occupied room on a weekly basis | 1 2 3 |
| Attendance | 1 2 3 |
| Dependability | 1 2 3 |
| Teamwork/Cooperation | 1 2 3 |
| Initiative | 1 2 3 |
| Follow through | 1 2 3 |
| Positive attitude | 1 2 3 |
| Culture champion | 1 2 3 |
| Effective communicator | 1 2 3 |

Additional Comments:

Manager’s Comments:

ASSOCIATE SIGNATURE DATE

MANAGER SIGNATURE DATE