

HOUSEKEEPING SUPERVISOR QUESTIONNAIRE

SW/HRD/QHS/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Assigns workers their duties, monitor and inspects work for conformance to prescribed standards of cleanliness.					
2.	Investigates complaints regarding housekeeping service and equipment, and takes corrective action.					
3.	Obtains list of all areas to be cleaned immediately and to prepare work assignments.					
4.	Coordinates work activities among departments.					
5.	Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.					
6.	Monitor and replenish cleaning products including floor cleaner, bleach and rubber gloves.					
7.	Establish standards and procedures for work of housekeeping staff.					
8.	Scheduling staff shifts and organize replacements as required.					
9.	Can provide training to housekeeping staff.					
10.	Can do inventories stock to ensure adequate supplies.					

Remarks: