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P.O. Box 74 – 10100, Nyeri, Kenya
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JOB OPENING NO: 004/09/25

DATE OF ISSUE: 29TH, SEPTEMBER, 2025

JOB TITLE: HOUSE KEEPING MANAGER

CLOSING DATE 13TH OCTOBER, 2025

Background

Nyeri club we believe life is a continuous pursuit of growth, strength and balance. Every day bring new goals, fresh challenges evolving personal styles. Whether you're perfecting your swing, building endurance in the gym or finding peace in sauna, every corner of our club is designed to help you push for boundaries and discover your next level.

2. Reporting To

General Manager/Club Manager

3. Purpose of the Role

To supervise and coordinate housekeeping operations to ensure a clean, safe, and comfortable environment for guests and staff, in line with company standards, health regulations, and customer satisfaction goals.

4. Key Responsibilities

- **Operations Oversight**
 - Supervise daily cleaning and maintenance of guest rooms, public areas, offices, and other facilities.
 - Ensure high standards of cleanliness, hygiene, and presentation are consistently maintained.
 - Coordinate laundry, linen, and uniform services.
 - Monitor use and maintenance of cleaning equipment and supplies.
- **Staff Supervision & Development**
 - Allocate duties, prepare schedules, and monitor staff performance.
 - Train and mentor housekeeping staff on cleaning standards, safety, and customer service.
 - Conduct regular briefings and motivate the team to deliver excellent service.
- **Quality Control**
 - Inspect rooms and facilities to ensure they meet set quality standards.
 - Address deficiencies or maintenance issues and follow up on corrective actions.



- Monitor guest feedback and take corrective measures to improve service delivery.
- **Inventory & Resource Management**
 - Manage stock levels of cleaning materials, amenities, and linens.
 - Ensure efficient use of supplies and adherence to cost-control measures.
 - Prepare requisitions for replenishment of supplies when needed.
- **Compliance & Safety**
 - Ensure compliance with occupational health and safety standards.
 - Enforce proper use of personal protective equipment (PPE) and safe cleaning practices.
 - Ensure adherence to Club policies, procedures, and legal regulations.

5. Key Deliverables / Performance Indicators (KPIs)

- Guest satisfaction and cleanliness scores.
- Compliance with health, hygiene, and safety standards.
- Staff productivity, punctuality, and service quality.
- Reduction of wastage and cost-effective use of supplies.
- Timely resolution of maintenance and cleanliness issues.

6. Qualifications & Experience

- Diploma or certificate in Hospitality, Housekeeping, or related field.
- Minimum 2–4 years' experience in housekeeping, with at least 1–2 years in a supervisory role.
- Knowledge of cleaning methods, safety protocols, and quality standards.
- Strong leadership, organizational, and communication skills.

7. Core Competencies

- Leadership and team management.
- Attention to detail and quality orientation.
- Customer service and guest relations skills.
- Problem-solving and decision-making.
- Time management and organizational skills

If the above qualities, competences and skills describe you, kindly submit your detailed cv with at least 3 contactable referees (previous line managers) indicating your current/last remuneration to info@nyericlub.co.ke to reach him by 13th October,2025



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