



MY DESIRED POSITION MANAGER OF HOUSEKEEPING

TSVETOMILA VUTOVA

ABOUT MYSELF

- From four years I work like a Housekeeper and cleaner in London! For me that always was a good job, because required to be well organized, and that is a big advantage for me, because I am person who have a good Organizational Skills! Also is important to have a good interpersonal skills! With the time, I gained a knowledges and skills, but always I wanted to learn and more and develop myself. As I started this University, I start to feel more confident, about to become a Manager of Housekeeping Team in a big Hotel. This course help me to improve my digital skills, my English and of course my Time Management! As I always love to develop myself, that is the reason to choose exactly this course.

TABLE OF CONTENT

- About Myself
- Definition of Housekeeping Manager
- Required Skills
- SWOT Analysis
- Conclusion



DEFINITION FOR MANAGER OF HOUSE KEEPING

A housekeeping manager, or head housekeeper, has overall responsibility for cleaning rooms, laundering bed linen and maintaining furnishings and other equipment in hotels, residential homes, hospitals and student accommodation

REQUIRED SKILLS

- Ability to nurture a good working relationship with other departments, such as reception and maintenance
- Stunning time management skills so you can juggle your many duties
- Attention to detail to ensure rooms are spic and span and well serviced and that equipment is stored safely
- A stickler for health and safety as some staff may need to be trained to use hazardous cleaning materials
- Know security protocol in case of emergency

SWOT ANALYSIS

- What Is SWOT Analysis ? SWOT (qualities, shortcomings, openings, and dangers) examination is a structure used to assess an organization's cutthroat position and to foster vital arranging. SWOT investigation evaluates inward and outside factors, just as current and future potential.
- A SWOT Analysis is intended to work with a reasonable, truth based, information driven glance at the qualities and shortcomings of an association, drives, or inside its industry. The association needs to keep the examination exact by staying away from pre-imagined convictions or ill defined situations and rather zeroing in on genuine settings. Organizations should utilize it as an aide and not really as a solution.

SWOT ANALYSIS

Strengths	Weakness	Opportunities	Threats
Customer Service Skills	Not good English	Work in a team	Cannot prepare documents, possibly miss understanding
Interpersonal Skills	Time Management	Provide a good service	Late for work, not enough time

CONCLUSION

- As a conclusion I can say, I am very happy, for that I started to learn in this University. I improved my English and Time Management! With the Swot Analysis I found easier my strength and weakness. As well I improve and my digital skills. I can't wait to see what more skills and knowledges I will gain. I am sure with, the help of the University I will be successful.

REFERENCES

- <https://www.caterer.com/advice/head-housekeeper-job-description>
- www.mindtools.com
- <https://www.planitplus.net/JobProfiles/View/118/58>