



Executive Housekeeper

Job Description

Lead the Heart of Our Hotels – Become Our Executive Housekeeping Manager! Do you take pride in creating spotless spaces, leading strong teams, and making sure every guest walks into a room that feels just right? As our Executive Housekeeping Manager, you'll lead the “heart of the hotel” across three Bay View Collection properties in Camden—Lord Camden Inn, Grand Harbor Inn, and 16 Bay View—representing a total of 69 guest rooms.

This is a hands-on leadership role for someone who knows that exceptional housekeeping is about much more than clean rooms. It's about consistency, attention to detail, teamwork, organization, and creating the kind of environment that helps shape an unforgettable guest experience.

You'll oversee daily housekeeping and laundry operations, support and develop our supervisory team, manage scheduling and inventory, inspect guest rooms and public spaces, and work side-by-side with your team when needed to keep our hotels operating at their best.

At Bay View Collection, we go above and beyond in everything we do. We are inspired by our guests and one another—and are driven to make things better every day. When guests stay with us, they're not simply booking a room with a bed—they're investing in an experience.

If you have a keen eye for detail, strong leadership skills, and aren't afraid to roll up your sleeves, this could be the opportunity for you.

Be inspired... be recognized... be rewarded!

Here's What You'll Do:

Responsibilities would include, but are not limited to:

Housekeeping Leader & Team Builder

Lead the day-to-day housekeeping and laundry operations across all three Camden hotels, ensuring team members are properly trained, supported, and equipped to succeed.

Quality Control Expert

Conduct routine inspections of guest rooms, suites, public areas, and back-of-house spaces to ensure our cleanliness, presentation, and maintenance standards are consistently met.

Hands-On Hospitality Leader

Work alongside the housekeeping team when needed, assisting with room cleaning, inspections, laundry, deep-cleaning projects, and other operational needs during busy periods or staff shortages.

Schedule & Staffing Strategist

Create effective schedules, assign daily room responsibilities and special projects, and adjust staffing based on occupancy and business needs.

Coach, Mentor & Motivate

Provide positive, constructive feedback while training and developing housekeeping associates and supervisors to maintain high standards and build a productive, respectful team environment.

Inventory & Supply Guru

Maintain appropriate par levels of linens, amenities, cleaning supplies, and equipment while overseeing ordering, inventory control, and responsible use of resources.

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Efficiency & Expense Champion

Help control departmental expenses, reduce waste, and operate within established budgets without sacrificing quality or guest satisfaction.

Communication Connector

Conduct pre-shift meetings and maintain strong daily communication with the Front Desk, Maintenance, Food & Beverage, and other hotel departments to ensure rooms are ready and guest needs are met.

Guest Experience Advocate

Respond quickly and professionally to housekeeping-related guest concerns, resolving issues with care and helping turn challenges into positive experiences.

Reporting & Organization Pro

Complete daily housekeeping reports, inventory records, schedules, and other required documentation accurately and on time.

What we're looking for:

- **Prior hotel housekeeping leadership experience is required**
- A strong, positive leadership style with the ability to coach, motivate, and hold team members accountable
- Exceptional attention to detail and a commitment to consistently high cleanliness standards
- Strong organizational, scheduling, and time-management skills
- Excellent communication and problem-solving abilities
- Experience managing inventory, supplies, and departmental expenses
- A hands-on mindset and willingness to work alongside the team when operational needs require it
- Ability to oversee multiple properties and priorities while maintaining consistency across each location
- Flexibility to adjust your schedule based on occupancy, staffing, and business needs

Why join us:

Competitive Pay and Employee Perks: We offer a competitive hourly pay, Paid Time Off, employee discounts, and a Workplace Retirement Savings Plan.

Growth Opportunities: We are committed to supporting our employees' professional development and career advancement.

A Positive Work Environment: We foster a culture of teamwork, respect, and appreciation.

Make a Difference: Be a part of creating a memorable and positive experience for every guest.

Job Type: Full-Time

Pay: \$28.00–\$30.00 per hour

Work Location: Multiple Bay View Collection properties in Camden, Maine

Bay View Collection is an Equal Opportunity Employer (EOE).