



Job title: Housekeeper Supervisor

Number of openings: 1

Location: All Facilities

Duration of job: FT Regular

Starting date: Upon hire

Days worked: 5 days -AM hours

Weekend work: As scheduled

Supervisor: Director of Facility Maintenance

Hourly Rate: \$25-\$30/hr

Status: Non-Exempt

Position Summary:

This position must provide exceptionally clean facilities for the Members, Employees and Guests of Catamount Ranch & Club, a Private Club in the Yampa Valley. The Supervisor will oversee an Assistant Housekeeper, contract cleaners and other contractors to ensure high levels of cleanliness throughout our several facilities. This is a full-time, year-round position. Benefits include health insurance, vacation, sick and holiday time, holiday bonus, matching 401K and more. The selected candidate will be an integral part of our Facilities Maintenance team.

The position requires a valid driver's license and a vehicle for moving between club properties to perform daily tasks. Mileage will be reimbursed per IRS standard mileage reimbursement rate.

Responsibilities and Duties:

- Maintain facilities in a sanitary and aesthetically desirable condition through washing, cleaning, dusting and polishing.
- Perform specific tasks on a daily, weekly and monthly basis as outlined on facility task lists.
- Order supplies from various suppliers, maintain inventories of various products.
- Follow an efficient cleaning schedule to meet the needs of each facility with respect to opening and closing times.
- Communicate effectively to manager via weekly meetings.
- Assist in hiring, training and supervising seasonal housekeeper.
- Establish schedule and plan daily work assignments for seasonal housekeeper.
- Maintain a safe working environment and attend quarterly Safety Meetings.
- Must handle various cleaning agents and comply with all regulations, such as OSHA.
- Plan work schedule for special events, weddings or banquets.

Supervisory Responsibilities

Hire, train and supervise an assistant housekeeper. Manage subcontractors such as carpet cleaners, window cleaners and various suppliers.

Education and/or Experience

Computer skills are necessary to order supplies and equipment, and to receive proposals and invoices from vendors, contractors and suppliers.

High school diploma or G.E.D certificate.

3 years of housekeeping and supervisory experience preferred.

Language Skills

Ability to read, write and speak English

Certificates, Licenses, Registrations

Current driver's license; must be in good standing per Catamount's insurance requirements

Physical Requirements

This position demands good physical health. The housekeeper will be required to lift, carry, walk, sit, push, pull and work a flexible schedule, must be able to move continuously during work hours and able to lift and/or carry 25-50 pounds.

Quality

- Demonstrates accuracy and thoroughness
- Looks for ways to improve processes and promote quality

Safety and Security

- Observes standard safety and security procedures. Uses equipment and materials properly, following SDS guidelines
- Reports potentially unsafe conditions

Attendance/Punctuality

- Is consistently at work and on time, our facilities are open 7 days a week
- Ensures work responsibilities are covered when absent

Dependability

- Follows instructions, responds to management direction
- Completes tasks on time or notifies appropriate person with an alternative

Initiative & Innovation

- Offer ideas and suggestions to improve processes
- Asks for and offers help when needed