



## **Housekeeping Supervisor** **Job Description**

### **REASON WHY POSITION EXISTS**

Position is responsible for recruiting, scheduling, training and overseeing hourly staff, while maintaining the overall cleanliness of the park's facilities for quality guest care at all times. This is a full or part time position and reports to the General Manager.

### **DUTIES & RESPONSIBILITIES**

- Assign duties to housekeeping staff, supervise their work and provide assistance as needed
- Inspect cabins and other facilities to ensure cleaning standards are met
- Maintain inventory of housekeeping supplies and equipment
- Monitor housekeeping expenses to ensure budget goals are met
- Maintain and ensure compliance with daily, monthly and quarterly cleaning schedule
- Collaborate with other departments
- Serve as park's Manager on Duty on a rotating basis
- Participate in other projects and activities as assigned

### **EDUCATION/TRAINING/EXPERIENCE**

- Experience in housekeeping
- GED/Highschool diploma required
- Experience managing a team

### **QUALIFICATIONS/REQUIREMENTS**

- Excellent customer service, communication and problem-solving skills
- Strong attention to detail, speed, and accuracy
- Ability to multi-task and work in a fast-paced environment
- Strong work ethic and a positive attitude
- Ability to work nights and weekends
- Work with minimal supervision

### **ESSENTIAL PHYSICAL DEMANDS**

- Walk and stand during entire shift
- Continuously reach, bend, lift, carry, stoop and wipe
- Remain stationary for long periods of time
- Able to lift up to 50 lbs
- Able to manipulate fingers, hands and arms to reach, carry, serve, etc