



Position Title: Assistant Executive Housekeeper

Report To: Director of Housekeeping & Housing

Job Classification: Salary, Exempt, Year Round position

Job Description:

Responsible for the cleanliness of all homes, camps and assigned areas while following the required standards. Striving to improve the guests overall WOW experience while adhering to all Paws Up policies and procedures. Maintain a professional relationship with all guests and employees.

The Essential Job Functions of this position are:

- Responsible for training, scheduling, supervising, creation of incentive programs & associate coaching.
- Implementation & maintaining the cleaning standards & schedules.
- Report all problems and maintenance repairs using correct procedures.
- Maintain expenditures and payroll within budgeted guidelines.
- Resolve any guest and/or associate concerns in a timely manner.
- Work in a safe and responsible manner at all times while adhering to all OSHA standards.
- Responsible for maintaining proper supply of amenities & housekeeping supplies, while doing monthly and yearly inventories among homes, tents, storage and linens.
- Display understanding of Paws Up appearance standards, while holding all employees accountable.
- Assist in overseeing all associate housing located throughout the property & holding employees accountable.

Additional Responsibilities:

Report any incident(s) which appears suspicious or could endanger the safety and security of the Resort. Attend all pre-shifts and mandatory meetings. Complete other duties as assigned by management to include cross-training in other departments or divisions. Employee must maintain a good working relationship with all departments, employees and guests. The Resort at Paws Up functions seven days a week, 24-hours a day, which means that all employees (management and hourly) must realize this fact and be aware that at times it may be necessary to move an employee from the accustomed shift as business necessitates.

Educational Requirements:

Math and verbal English skills equivalent to those required for completion of high school. Preference: College degree in hospitality management.

Licensure/Permits Required: Valid Driver's License with a good driving record.

Required Skills: Ability to lift up to 50 lbs.; ability to stand for 8 hours; team player; strong customer service; organized & detailed oriented; flexibility and self starter.

Knowledge of Computer Hardware or Software: Basic computer and keyboard knowledge, Microsoft Word, Excel, Payroll systems and Property Management Systems.

Previous Experience Required: Previous experience in a luxury resort/hotel is helpful. Require at least 2 years of supervisory/management experience in the hospitality field.

Working Conditions:

Required to work both indoors and outdoors as the homes and tents are spread out over several acres. Have a reliable mode of transportation and ability to drive large vehicles/cargo vans.