



## JOB POSTING

Date of Notice: March 12, 2010  
Position Title: Assistant Housekeeping Manager  
Job Location: BANDON DUNES GOLF RESORT  
Position Reports To: Executive Housekeeper  
Application Closing Date: Until Filled  
Send Application To: Human Resources  
Bandon Dunes  
57744 Round Lake Drive  
Bandon, OR 97411  
541-347-5850 (fax)  
jobs@bandondunesgolf.com

### **Primary Duties and Responsibilities:**

- Assists in the managing of housekeeping and janitorial departments and any other job duties as assigned.
- Directly manage and prioritize daily activities for day time housekeeping operations, to include housekeepers, housepersons and janitors including but not limited to, recruitment and selection, scheduling, annual performance evaluations, training, compensation, discipline and termination, etc.
- Actively communicate and implement applicable Company operating, human resources, and safety policies and procedures pertaining to the housekeeping department.
- Effectively utilize property management system.
- Create and update departmental memos, safety policies, operating and procedural manuals, and preventative maintenance as it pertains to housekeeping operations.
- Monitors the performance of the housekeeping staff to assure a quality product is available on time for guest's arrival.
- Knowledge of proper chemical handling, cleaning techniques and all applicable OSHA laws & regulations.
- Accurately maintain housekeeping records while consistently upholding resort and departmental policies.
- Schedules, prepares and presents regular meetings with Housekeeping supervisors, leads and staff.
- Inspects rooms regularly as well as all V.I.P. rooms to assure the highest quality experience for our guests.
- Acts professionally and with true service when interacting with guests, management, staff and co-workers.
- Work closely with, and maintain good communication with the front desk staff, maintenance and other departments as required.
- Manages, coordinates and schedules in room deep cleaning with staff and vendors.
- Assists management in the preparation and implementation of operations and capital budgets.
- Positively motivate assigned staff while maintaining a cohesive team with the spirit of true service.

### **Qualifications:**

- College degree preferred.
- Must have strong written and verbal skills.
- Read and write English.
- Minimum of 3 years experience in Housekeeping Management in hotel/resort setting.
- Demonstrate quality interpersonal communications skills.
- Give and/or follow verbal and written instructions.
- Supervise subordinates.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time.
- Lift up to 50 lbs occasionally, 20 lbs frequently, and 10 lbs constantly.
- Visually inspect work areas.
- Perform mathematical calculations involving fractions, decimals, and percentages.

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