



2019 Housekeeping Assistant Manager

Whaler's Cove Lodge is entering into its 37th Season of hosting Sport Fishing and Wilderness Adventures. We are looking for a Housekeeping Assistant Manager who:

Will report directly to the Housekeeping Manager and will quickly amass an in-depth familiarity with the operations so that they may fill in for the Housekeeping Manager when needed and assist them in leading the housekeeping crew and resolving any problems that may arise on the job.

The Housekeeping Assistant Manager is responsible for assisting the Housekeeping Manager with planning, organizing, and developing of the overall operation of the housekeeping department in accordance with federal, state, and local standards and guidelines along with assuring the highest degree of quality guest care is maintained at all times.

Tasks and Responsibilities:

- Manage the daily activities of the Housekeeping department to include appropriate cleaning of all guest rooms, common seating areas, washrooms, all public spaces.
- Responsible for staffing, scheduling, training and developing hourly staff.
- Planning, organizing and directing team members to ensure the highest degree of guest satisfaction
- Purchase, re-order and maintain housekeeping supplies and inventory.
- Maintain the housekeeping budget.
- Uphold the highest standards of cleanliness, safety, and conduct.
- Knowledge of OSHA and safety standards within Housekeeping department.
- Ensures the proper maintenance of all equipment; makes arrangements for repair and/or replacement of used and damaged equipment.

Required Knowledge/Skills/Job Qualifications: Knowledge, Skill and Ability:

- Previous experience managing a team of housekeeping employees through motivation, coaching and development, preferable. Or an aptitude to positively train and coach housekeeping staff.
- The ability to anticipate customer needs, change goals and direction quickly and multitask
- Working knowledge of rooms management systems.
- Advanced knowledge of Housekeeping process and procedures.
- Proven excellence in customer service.
- Capable of using independent judgment/solid decision making skills ability
- Proven comfort and experience to interact effectively with all levels of management, guests, associates, and clientele, both inside and outside of the organization.
- Activator/self-motivated to accomplish goals, with a strong sense of responsibility.
- Proficiency with general office PC applications (i.e. word processing, spreadsheets, databases).
- Demonstrated sound organizational, coordinating and personal interface skills.
- Demonstrated excellent written and verbal communication skills.
- Proven job reliability, diligence, dedication and attention to detail.

Education and Formal Training:

- High school diploma or GED required. Experience:
- A minimum of 2 years experience in all aspects of Housekeeping in a large, multi-use facility required.

Material and Equipment Used:

- Commercial Front Load Washing Machines
- Commercial Front Load Drying Machines
- Vacuums, Carpet Cleaners
- Golf Cart Operation
- Office equipment: copier, computer/keyboard, telephone, and fax.

Must be able to complete entire season: June 9 – September 13, 2019

Monthly salary starts at \$2800-3000 Depending Upon Experience

Room and Board is provided on-site by Whaler's Cove Lodge.

Transportation benefit is negotiable.

Submit Cover Letter and Application to wclapplicant@gmail.com

HR use only	
WC code	9052
AK Occupational Code	98-37-1011
Generic title	Housekeeping Assistant Manager
Pay grade	\$ per month
Management? (Yes/No)	Yes
E/NE status	