

Housekeeping Coordinator

Department	Housekeeping
Supervisor(s)	Management
Position Term	Early May through mid-September

Position Description The Housekeeping Coordinator is a working supervisor who oversees and implements housekeeping of all public buildings and guest accommodations at Camp Denali and North Face Lodge. He or she oversees laundry, manages in-season housekeeping projects, trains, supervises, and evaluates approximately 10 housekeeping staff. This position also assists management with oversight of staff housing and associated supplies. The Coordinator assists with other duties as determined by his/her skills and company needs.

Compensation: Salary is commensurate with training and experience. The base salary is \$3200/month. There are no charges for room or board during the operating season. Summer guest gratuities are pooled and divided equally among all staff, amounting to approximately \$350/person/month. A seasonal travel allowance (\$575 per person per full work season in 2013) is provided to defray the cost of travel to and from Alaska.

Major Functions The Housekeeping Coordinator trains, supervises, and evaluates those staff in the positions of: Camp Denali's housekeepers I, II and III, guest cabin housekeepers, laundry person, and North Face Lodge Housekeepers I, II and III. All of these positions have specific roles and responsibilities for housekeeping and some also work as wait staff. In-season, the Housekeeping Coordinator recommends to management the acquisition of additional supplies. He or she has ultimate responsibility for maintaining clean, sanitary, well-organized and aesthetic public buildings, guest cabins and rooms, and laundry. The Coordinator also works to ensure a safe, efficient workplace, helps promote staff morale, and assures guest satisfaction. Complete understanding of the company's mission and assisting management in supporting and interpreting that mission is integral to this supervisory role. The Coordinator also participates in weekly supervisory staff meetings.

Knowledge, Skills & Abilities Housekeeping experience, a demonstrated attention to detail, thoroughness, strong leadership, and demonstrated mentoring skills are essential, as is an ability to create and maintain an effective team with high morale. Previous supervisory experience is valuable. Sewing ability, an artistic eye and good design sense are valuable assets in this job. The position also requires good time management, accurate and timely record keeping, attention to follow-through and job completion, solid written and verbal communication skills, and physical stamina

Other Requirements A college degree and at least two years of work experience (including some supervisory/leadership experience) is sought. Writing proficiency and good written and oral communications skills are necessary. A working knowledge of MS Word is also necessary.

Working Conditions & Physical Demands Working conditions include foot and vehicle travel between the two lodges for supervisory duties, communication with staff, and inventory control. Physical demands include a lot of walking, climbing ladders to storage areas, lifting, and bending, and exposure to concentrated cleaning compounds.