

JOB DESCRIPTION
Presbyterian Mo-Ranch Assembly
Hunt, Texas



POSITION TITLE: Housekeeping Manager
DEPARTMENT: Housekeeping
SUPERVISOR: Director of Operations
FLSA DESTINATION: Exempt
JOB CODE: Regular Full-Time

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

OBJECTIVE OF JOB

The housekeeping Manager carries an important responsibility regarding the mission of Mo-Ranch in that, by modeling excellence in housekeeping, the manager provides a tangible witness to our care for our guests, reflecting God's love for us. In keeping with this mission, the Housekeeping Manager is responsible for:

- Hiring and training new staff including a significant complement of seasonal staff every late spring.
- Ensuring that the highest quality of work is performed by staff in a professional and guest friendly manner
- Ensuring that workplace is a safe area and that staff are trained and monitored to employ safe work practices
- Scheduling Housekeeping staff and when appropriate effectively scheduling staff of other departments to perform the housekeeping task in the most efficient and effective manner possible
- Ensuring that all housekeeping procedures are done in compliance with established standards, employing best practices in the industry to provide superior service to our guests.

At times, such duties may be unrelated to housekeeping services or may overlap with other departments.

ESSENTIAL FUNCTIONS

1. Understand, agree, and practice the Mo-Ranch Code of Ethics.
2. Know and enforce all Mo-Ranch policies as described in the application for employment and the Policy Manual.
3. Ability to be a supervisor a staff of varied experience and tenure levels (e.g., full-time, ongoing part-time, seasonal summer staff, flex staff from other departments, volunteers, etc.) adhering to the principals of good supervision and comply with all EEOC, TWC, DOL and other agencies that may govern the oversight and right of employees in the state of Texas
4. Schedule and perform housekeeping procedures in and around all guest facilities, program buildings, and offices to insure such facilities are always ready for guest usage. Schedule to minimize overtime.
5. Be responsible for the orientation and training of all new housekeeping staff.
6. Be responsible for understanding and teaching the use of all housekeeping equipment and supplies, including laundry machines and chemicals.
7. Order, maintain, and inventory all routine housekeeping supplies and equipment; make recommendations regarding purchases of special supplies, equipment and furniture employing competitive bidding strategies in compliance with company policy.
8. Be responsible for reporting any safety hazards, damages to or misuse of facilities that the staffs report.
9. Be responsible for keeping certain confidential records on employees, completing any necessary accident reports, and all necessary documentation on employee conduct.
10. Ensure that flex-staffing is actively implemented. Communicate with other areas of the ranch when Housekeeping excess capacity and staff can be used in other areas, or when Housekeeping would benefit by staffing support from other areas.
11. Plan, execute, and document progress of off-season special projects and deep cleaning initiatives.

12. This position requires regular and predictable attendance as an essential function of the job.

QUALIFICATION STANDARDS

1. Ability to work independently and with little or no supervision.
2. Ability to observe needs and respond quickly and independently.
3. Ability to provide good supervision of others.
4. Ability to safely and efficiently use appropriate chemicals and equipment
5. Ability to effectively use the computer and learn Mo-Ranch’s hospitality software

Education

1. High School Diploma or equivalent
2. Speak and write English language to the degree that communication of their job duties, job scheduling, safety standards and health standards are understood.
3. Ability to speak or the willingness to learn Spanish. Bilingual preferred but not required.

Experience

Minimum of five years of custodial work with at least three years as a supervisor or manager

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn while on duty.

Physical

Requires grasping, writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills. Must be able to squat, bend, kneel, climb, and reach. Ability to push, pull, and carry a minimum of thirty (50) pounds.

Work Schedule

Must be available to work weekends and holidays and be flexible with working hours.

Personal

1. Must have good moral character and high degree of honesty, trustworthiness, and integrity.
2. Possess and demonstrate a positive attitude to guests, supervisors, peers and other employees.
3. Good driving record and able to meet the driving requirements set forth by the insurance carrier.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this position description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Witnessed By:

Date