

## **HOUSEKEEPING MANAGER - Pyramid Peak Properties | Kirkwood, CA 95646**

**Summary:** Pyramid Peak Properties Housekeeping Manager is responsible for overall management and daily housekeeping operations. You will be ensuring the highest level of services for our resort guests. Responsibilities include hiring, training, directing, organizing, reviewing and developing teams. Great written and verbal communication skills are necessary as well as being computer literate.

### **JOB RESPONSIBILITIES**

- Supervise, hire, train and motivate team members to ensure quality control and a conducive work environment.
- Ensures quality assurance standards using checklists and company standards.
- Organize and set up daily departure and arrivals job schedules including employee schedule.
- Communicates proper, efficient, and timely communication with all essential company employees.
- Reports maintenance issues via work order system and texts immediately.
- Supervises the cleanliness and organization of housekeeping areas.
- Conducts inventory on a regular basis and assists in maintaining and ordering.
- Conducts annual deep cleaning and carpet cleaning projects.
- Maintains a safe work environment.
- Ensure proper usage of chemicals and cleaning supplies by monitoring usage, providing complete training for employees, and ensuring proper labeling of hazardous supplies in accordance with OSHA regulations and SDS compliance.
- Conducts safety and general weekly meetings.
- File all Workers Comp Claims immediately.
- Ensures all team members have the tools necessary to perform their essential job functions.
- Maintains the highest standards of professionalism when interacting with fellow team members, owners and guests.
- Continuous visual inspections of condominiums/homes to ensure everything is clean and up to brand standards.
- Investigate and resolve cleaning complaints while maintaining professional objectivity.
- Reviews and approves time keeping for all housekeeping team members using QB Time for each job including billable items.
- Oversees and controls work performance and employee reviews.
- Organize materials and setup for each clean.
- Adheres to company standards and maintains compliance with all policies and procedures.
- Performs other related duties as assigned.

### **QUALIFICATIONS & SKILLS**

- 3+ year in housekeeping operations
- 2+ year experience in a supervisory position
- High School diploma or equivalent
- Driver's License – w/ insurance approval
- Computer skills: Rez software, Word, Excel, QB Time, Outlook
- English – required, bilingual preferred
- Strong communication and service skills
- Able to work independently as well as follow and take direction
- Able to establish and maintain cooperative working relationships
- Use sound judgement while handling many tasks and deadlines
- Able to drive in hazardous snow conditions and expect overnight stays in storms
- Above all else, happy, well adjusted and an overall outstanding human being!

### **HOURS AND PAY**

- Must be willing to work 30 to 40 hours per week
- Salary between \$40,000 and \$50,000+ depending on experience and skill level
- Probation period
- Employee benefits and incentives include Qualified (1/yr) 401K program w/ matching up to 4%, Qualified Discretionary Company Profit Sharing, Qualified Partial Healthcare Premium upon qualifications

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to repetitively listen, speak, climb, stand, bend, shovel, push and pull equipment, drive, and lift items up to 100 pounds. This includes standing for long periods of time, lifting and carrying heavy laundry bags, moving furniture, climb ladders, squat and bend. Overall, general good fitness is a requirement. Sitting at a computer station or work desk at home and in the office will be a normal occurrence every day. The duties of this job will be exposed to severe outside weather and driving conditions.

Please send resumes to: [jobs@pyramidpeakproperties.com](mailto:jobs@pyramidpeakproperties.com). Please visit our website: [www.PyramidPeakProperties.com](http://www.PyramidPeakProperties.com)

Come prepared with questions and an application filled out.