



<b>Housekeeping Shift Supervisor</b>			
<b>Status</b>	Temporary	<b>Hours per week</b>	32-40
<b># of positions</b>	1	<b>Rate of Pay</b>	\$19.23
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Supervises and coordinates daily cleaning operation and special projects for shift.</li><li>• Responsible for cleanliness of guest rooms.</li><li>• Ensures amenities are properly placed in guest rooms.</li><li>• Handles guest requests and complaints.</li><li>• Responsible for maintaining accurate room status reports.</li><li>• Accountable for cleaning equipment and supplies in assigned area.</li><li>• Coordinates staffing schedules and activities of personnel.</li><li>• Distributes room schedules to attendants.</li><li>• Promotes positive public relations.</li><li>• Performs other duties as assigned.</li></ul>			
<b>Qualifications:</b> <ul style="list-style-type: none"><li>• College degree (may substitute additional experience for degree).</li><li>• Minimum one (1) year of appropriate experience.</li><li>• Strong supervisory skills.</li></ul>			