



Housekeeping Supervisor

Temporary, full-time position in Mackinac County, Michigan

D&S North, LLC, d/b/a Mission Point Resort is seeking to employ three (3) people in the position of Housekeeping Supervisor from April 1, 2019 through November 2, 2019.

Involves ensuring that the highest standards for cleanliness, safety and sanitation are maintained throughout the resort. This individual will ensure that guest requests are responded to promptly, and will direct his/her team by performing a variety of activities to ensure a consistently clean, orderly and attractive environment within guest rooms and public spaces. They will ensure all room attendants' needs are taken care of during the shift; assist in folding and storing clean linens; communicate with and attend to any and all guest requests, or seek out an employee that may be more qualified for special requests; dress appropriately for work each day to ensure professionalism and give guests a positive impression of the resort; remain informed on daily and weekly events and activities taking place throughout the resort; properly inspect guest rooms after room attendant is finished cleaning; continuously train and help room attendants improve in their servicing of the rooms; manage room statuses in the PMS system and switch to vacant/clean when room is ready for occupancy; interface with the front desk to expedite rooms' statuses as needed; ensure all VIP arrivals are inspected and handled according to established standards; assist room attendants to maintain stocked carts and to retrieve needed items when necessary; perform guest room inspection scores according to management program; direct housemen to strip rooms and clear linens and garbage from the floors as needed; enforce standards and rules as laid out by management and operating procedures; and ensure room attendants are performing in line with expected room times given for each board; must comply with blood-borne pathogen exposure control policy when applicable; assist during peak business periods and be available to cover sick shifts and meal periods; ensure all staff members are trained per MPR standards; improve problem areas and assist in implementing corrective measures; perform additional duties as assigned. The worker will supervise up to three (3) subordinates.

A high school diploma and 12 months' experience in housekeeping or a related position in a large resort setting is required. Shifts are: 8:00 a.m. to 3:30 p.m. and days of week vary. Business is open 7 days a week. Wages of at least \$21.75 per hour with overtime available at time-and-a-half when applicable. On-the-job-training not available. Raises and bonuses available based on performance. Housing available at \$80.00 per week. Meals available at \$35.00 per week. Neither are a condition of employment, and will be deducted bi-weekly. Employer will make no other deductions from the worker's paycheck except those required by law. Transportation (including meals, and to the extent necessary, lodging) to the place of employment will be provided, or its cost to workers reimbursed, if the worker completes half the employment period. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Equipment/tools/supplies will be provided at no cost. Employer will not provide daily transportation to and from the work site. The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 6- or 12-week period of the total employment period.

Three (3) job openings.

To apply, please send an email with your resume attached to careers@missionpoint.com or apply at your local Michigan Works office, located in St. Ignace: Michigan Works! 10 North State Street, Saint Ignace, MI 49781; (906) 643-8158 or www.michiganworks.org/about-michigan-works/one-stop-service-centers.

Job Order No. 9537196

Employer: D&S North, LLC, d/b/a Mission Point Resort
6633 Main Street, Mackinac Island, MI 49757

906-847-3036

www.missionpoint.com/careers