



Title Housekeeping Supervisor
Company Newpark Resort & Hotel
Location Park City, Utah
Schedule Full-time, Year Round

Position Description

- Supervise the daily operations of the Housekeeping Department, including Room Attendants, Lobby Attendants and Housemen.
- Assist the Housekeeping Manager to meet the standards of cleanliness, employee satisfaction, productivity, safety and guest comfort and satisfaction standards as established by the Company.
- Act as the main contact in the absence of the Housekeeping Manager.
- Direct and train housekeeping associates.
- Assist, or directed as assigned, in scheduling and organization of the daily room assignment, tasks, breaks and special projects.
- Ability to direct Room Attendants, Lobby Attendants and Housemen on required resolution to ensure departmental needs are fulfilled.
- Regular attendance in conformance with the standards, which may be established from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.
- Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.
- Upon employment, all employees are required to fully comply with Newpark Resort and Hotel rules and regulations for the safe and effective operation of the hotel facilities. Employees who violate hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment.

Qualifications

The individual must possess the following knowledge, skills and abilities and be able to demonstrate that he or she can perform the essential functions of the position:

- Must possess moderate computer skills, including, but not limited to knowledge of: Microsoft Office Applications such as Outlook, Word and Excel.
- Excellent Communications Skills, both written and verbal, are essential. Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Ability to solve problems and deal with a variety of options in varying situations.
- The work environment is face-paced, dynamic and team-oriented.
- Working knowledge of applicable sanitation standards
- Must have the ability to follow direction and a willingness to learn.

Supportive Functions

In addition to performance of the position description, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the hotel.

- Perform general cleaning tasks using standard hotel cleaning products to adhere to health standards.
- Perform other duties as requested, such as cleaning unexpected spills and executing special requests.
- Assist other housekeeping employees in maintaining clean and organized work and public areas.

Physical Demands

- There are physical demands that may vary from day to day or task to task including, but not limited to: the ability to be on your feet for up to 8-hours per day; walking; standing; bending; stooping; squatting; stretching; grasping; lifting; pushing and operating equipment.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to lift up to 50 lbs. on a regular and continuing basis.



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H O T E L & C O N F E R E N C E C E N T E R

- Must be able to push/pull carts and equipment weighing up to 250 lbs. on a regular and continuing basis.
- Must be able to exert well-paced ability in limited space.
- Must be able to exert well-paced ability to reach different locations of the project on a timely basis.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity. Vision occurs continuously with the most common visual functions being those of near vision and depth perception.
- Talking and hearing occur continuously in the process of communicating with guests and other employees.
- Requires manual dexterity to use and operate all necessary equipment.

Education and Certificates

High school or equivalent education or Bachelor's Degree preferred. No licenses or Certifications applicable

Experience

Must possess sufficient relevant experience to perform the tasks assigned. Prefer prior hospitality experience - minimum one year housekeeping supervisory experience and a minimum of three years housekeeping experience.

Grooming

All employees must maintain a neat, clean and well-groomed appearance per Newpark Resort and Hotel standards.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

To Apply

For immediate consideration, please forward your resume and references (indicating desired position) to:

EMAIL jobs@newparkresort.com

FAX (435) 615-7767

MAIL Newpark Resort & Hotel

ATTN: Human Resources

1456 Newpark Boulevard | Park City UT 84098