



ASSISTANT HOUSEKEEPING MANAGER

ABOUT WAPATO POINT

Wapato Point Resort is a 288-unit timeshare and 111-unit full-share resort situated between the Cascade Mountain foothills and high desert terrain on 116 acres with 1.5 miles of waterfront. Wapato Point's #1 goal is to assist our guests in creating experiences and making lasting memories. This mission serves as the foundation for every decision we make.

SUMMARY

We are seeking a full-time Assistant Housekeeping Manager who will assist the Housekeeping Manager in running a smooth operation. The selected candidate must possess experience with managing a large staff (25+ full-time, part-time and seasonal employees).

YOUR RESPONSIBILITIES AT WAPATO POINT:

- Assist the Housekeeping Manager in focusing on the day-to-day work activities of housekeeping staff to clean and maintain condominium units
- Assist the Housekeeping Manager to supervise the laundry staff to ensure efficiency and quality of linen distribution
- In the Housekeeping Manager's absence:
 - Assign duties, inspect work and investigate complaints regarding housekeeping services and take corrective action
 - Track inventory and place inventory orders through the Purchasing Dept
- Partner with other departments to ensure units are properly maintained and ready for guests upon arrival
- Keeps Housekeeping Manager and Director of Operations informed of complaints, emergencies or unusual situations
- Works closely with Housekeeping Manager and Director of Operations to identify and resolve problems in a timely manner using sound and accurate judgment and including appropriate people in decision-making process

MINIMUM QUALIFICATIONS:

- One - three (1-3) years' supervisory experience; high school diploma or GED; or a combination of education and experience that demonstrates the ability to perform the duties of the job
- Experience with computer programs Excel, Word and Outlook, as well as the ability to learn resort-specific software
- Good communicator both verbally and in writing
- Bi-lingual (Spanish/English) required

SELECTED CANDIDATE MUST MEET THE FOLLOWING:

- Must be at least 18 years old
- Must have a valid driver's license
- Provide documentation upon hire that verifies their identity and eligibility to work in the United States
- Must be available to work flexible shifts, weekends and holidays

APPLICATION:

The application and background check form can be downloaded from the company website at www.wapatopoint.com (under the "Contact" tab). Please submit your application packet (to include Resume, Wapato Point Application and completed Background Check form) by:

* Bringing it to Wapato Point at 1 Wapato Point Way, Manson, WA...or...

* Mailing it to HR Director, Wapato Point Resort, PO Box 426, Manson WA 98831.

We must receive a complete application packet for the candidate to be considered for this position.

Salary DOE