



## Job Opportunity

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**Position:**  
Assistant Housekeeping Manager

**Location:**  
Lemon Grove, California

**Posting Date:**  
April 15, 2010

## Description Salary Range: \$14.36 - \$17.95

### Who We Are Looking For

Our unique environment requires employees with a spiritual nature who align themselves with our Mission, Values and Principles and who understand that as a 24/7 facility, there is a need to be open to a flexible work schedule, including weekends, evenings and some holidays. We are currently seeking an energetic, dedicated professional to join our Housekeeping Team as the **Assistant Housekeeping Manager**. This individual must have a positive "can do", people person attitude with strong leadership and organizational development qualities. This position reports to the Housekeeping Manager.

### Position Overview

As a member of the Housekeeping team, you will assist in managing a staff of 12-15 employees and ensuring that they are properly trained and have on-going and effective communication to the Mission's guests and adherents is maintained, scheduling staff hours, coordinating assignments and performance evaluations.

### Responsibilities

- Demonstrate the ability to lead, manage, communicate, and direct subordinates.
- Supervise and train staff to ensure they are properly trained and have ongoing and effective communication with guest and adherents
- Assist in supervising the Housekeeping staff, including scheduling staff, coordinating and assigning work, training, and performance evaluation.
- Oversee daily housekeeping operations and timely cleaning of all guest rooms by 4:00PM on Sundays.
- Perform room inspections and monitor the cleanliness of all public areas.
- Understand and operate department within set budgetary limits.
- Assist Housekeeping Manager by being a leader who operates with a sense of urgency when proactively addressing any personnel and guest issues concerning safety and security.
- Respond promptly and appropriately to guests' needs and questions.

### Qualifications

- Must have exceptional customer service with strong verbal and written communication skills.
- Minimum 2 years housekeeping experience in a fast paced hotel, resort, residential or healthcare environment.
- 2 years supervisory experience and MS Office.
- Must speak English.
- Must have a high school diploma or GED.
- Must be able to work flexible hours, including weekends, evenings & holidays.

**We offer a rewarding non-smoking, drug-free work environment and a competitive benefits program. Join a faith-based organization committed to your success.**

