



CAMP GULF

10005 W. Emerald Coast Parkway Miramar Beach, Florida 32550

Job Title:

Housekeeping Supervisor

Employment Status:

Workamper

Company Expectations:

CAMP GULF expects you to conduct yourself with the utmost intergity and honesty, knowing that you are representing CAMP GULF at all times, during work and off work hours while on the premises. As an employee, your attitude shall be that of friendliness, teamwork, and cooperation at all times. You are to be productive while on the clock and work your scheduled hours. CAMP GULF's Policies Manual is to be followed at all times and you are expected to exemplify the highest level of customer service.

Job Descriptions:

As a Supervisor over the cleaning staff, you will help support the goals and standards of management through effective teamwork, overseeing the Housekeepers so that they show utmost performance, attitude, and costumer service. The Housekeeping Supervisor, will refer to Policy Manual standards for all cleaning and leadership. Full detail cleaning is required when cleaning. You are responsible for pre-checking each cabin before guest arrival and after guest departure. All buildings must be checked and inspected after cleaning and report of any employee excellence and misconduct. The HS will assist in providing a cleaning schedule for areas that needs to be cleaned daily, weekly and monthly. HS is a working Supervisor position that requires performance of all the regular duties. The HS will always direct the guests to the SUNNYBOOK for what they need during their stay here and report any item that needs repairs to the Maintenance Department.

Responsibilities:

- To keep "Guest Experience" first. (CAMP GULF - Campers Are My Priority)
- TO PERFORM ALL HOUSEKEEPING DUTIES.
- To supervise all Housekeeping staff.
- To perform quarterly inventory of all cabins and cabin laundry and report all Cabin maintenance immediately.
- Maintain a Back-up Inventory for all the cabins in the Cabin Laundry store room.
- To perform inventory of all cleaning supplies.
- Place order requests for supplies in advance according to proceedure.
- Check all cabins before arrival.
- Inspect all cabins after departure and cleaning and check the Inventory Check List.
- Training of all Housekeeping staff including MSDS compliance.
- Weekly personal accountability report details submitted to Customer Service Manager.
- To follow your schedule and help with scheduling as requested.
- To follow CAMP GULF cleaning standards.
- To work both day and evening shifts during your workweek.

Skills:

- Good communication and problem-solving skills.
- Previous experience in professional supervisory skills.
- General knowledge on cleaning.
- To be able to work with chemicals, read instructions, and handle chemicals safely.
- To provide good customer service.

Conditions of Work:

- Must be able to push/pull/lift up to 25 pounds. Job frequently requires use of arms, hands, and fingers. Requires walking, sitting, crouching, kneeling, and standing.

Name: _____ Signature: _____ Date: _____

While this job description is intended to be an accurate reflection of the essential job required, management reserves the rights to modify, add, or remove duties from particular jobs and to assign other duties as necessary.