



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## HOUSEKEEPING ROOM SUPERVISOR

Seeking energetic candidates for an active and team-oriented hospitality position at historic YMCA conference center in Black Mountain, NC.

Our housekeeping staff are responsible for servicing guest rooms while guests are in residence, and then cleaning guest rooms upon their departure. This supervisor position is essential to the operations of YMCA Blue Ridge Assembly and plays a critical role in ensuring a pleasant experience for our guests.

### QUALIFICATIONS AND SKILLS

- Minimum one year of experience in a housekeeping capacity in a hotel or conference center
- Some supervisor experience is preferred
- Must have a valid driver's license
- Ability to constantly stand, walk and lift throughout shift
- Knowledge of basic cleaning methods and the safe use of cleaning chemicals
- Ability to follow instructions and to perform medium to heavy physical work
- Ability to work flexible schedule that includes weekends and holidays
- Proactive with a meticulous eye for detail
- Must be able to supervise, lead and motivate a diverse staff of varying experience and ability levels
- Strong organizational, supervisory and communication skills
- Ability to make well-informed decisions and work in high-pressure situations
- Must be able to perform assigned duties with attention to detail, speed and accuracy
- Must work well under limited supervision

### RESPONSIBILITIES

- Lead and supervise the day-to-day operation of a team of 3 – 20 room attendants
- Consistently offer professional, friendly and courteous service
- Actively participate in staff daily briefing, trainings and department meetings
- Ensure room attendants are accurately informed of daily priorities
- Report necessary maintenance items
- Maintain a positive team dynamic within the Housekeeping department and with all other departments
- Cleaning guest rooms, assisting with daily room service and inspecting rooms
- Maintain all guest rooms to the highest standards of cleanliness and comfort
- Tasks include but are not limited to vacuuming, mopping, bed making, scrubbing, dusting, disinfecting and replenishing supplies and toiletries

### COMPENSATION AND BENEFITS

- Hourly pay between \$12-\$15 based on experience and qualifications
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served
- Free individual member to the Y of WNC, after a 90-day review period
- Discount on YMCA Blue Ridge Assembly staff activities
- Discounted stays at YMCA Blue Ridge Assembly

## **APPLICATION PROCESS**

Interested candidates should send their resumes, along with three references, to Bruno Vandorsee at [bvandorsee@yblueridge.org](mailto:bvandorsee@yblueridge.org).

References will be checked on all final candidates.

The application can be also submitted through the link below:  
<https://blueridgeassembly.org/join/employment-application>