



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Executive Housekeeper

YMCA Blue Ridge Assembly is a non-profit year-round conference center for groups of teens, families and children, and adults. We are located in Black Mountain, NC on 1,200 acres of forested woodland. We are currently seeking energetic candidates for an active and team-oriented hospitality position at the historic YMCA conference center in Black Mountain, NC. The executive housekeeper will be responsible for providing management to all operations for assigned areas within Housekeeping and perform all duties with the established procedures.

QUALIFICATIONS AND SKILLS

- One year of relevant experience in hotel/conference center/hospitality housekeeping department.
- Two years supervisory experience, preferred.
- Basic computer skills/knowledge.
- Strong leadership qualities, sound judgement, decision making and problem-solving skills.
- Ability to perform duties with extreme care and attention to detail while working in a fast-paced environment.
- Maintain physical stamina, proper attitude, and ability to deal effectively with employees.
- 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 work flexible schedule that includes weekends and holidays.
- 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 work well under limited supervision.

RESPONSIBILITIES

- Manages assigned operational functions consistent with the Housekeeping strategic plan.
- Manages the delivery and measurement of guest service standards within Housekeeping.
- Participates in the evaluation and implementation of new products.
- Manages Housekeeping responsibilities to include:
 - Creating a work environment that creates teamwork.
 - Performance feedback
 - Mutual respect and employee satisfaction
 - Training all Housekeeping Staff
 - Quality planning and inspections
- Assumes full responsibilities of Supervisors, Laundry Attendant and Porters if he/she is absent.
- Promotes and develops team-oriented commitment to excellent service.
- Continuously evaluate staffing levels providing recommendations for adjustments when needed.
- Engage and create a positive environment experience. Retention and develop future leadership.
- Performs other job-related duties as requested.

COMPENSATION AND BENEFITS

- Salary will be commensurate with experience.
- 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 family membership to the Y of WNC, after a 90-day review period.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).

APPLICATION PROCESS

Interested candidates should send their resumes, along with three references, to the HR/Accounting Specialist, Bruno Vandorsee, at bvandorsee@yblueridge.org.

The application can be also submitted on the link below:

<https://blueridgeassembly.org/join/employment-application>