



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

**Job Description:** Housekeeping Supervisor

**Non-Exempt:** Hourly worker and **Summer Seasonal Worker**

**Position Summary:**

Train, schedule, supervise, and assist housekeeping crews to ensure clean rooms are available to guests on time; positively motivate housekeeping crews; address complaints and resolve problems to have positive outcomes.

**Essential Job Functions:**

- Provide an attractive and clean facility, according to NDSHD standards in rooms and all other designated areas of the lodging department.
- Ensure all operational and safety procedures are properly followed.
- Determine specific daily work assignments for housekeepers according to motel/hotel occupancy.
- Train/coach employees on proper use of chemicals and housekeeping duties.
- Assist in fall and spring cleaning of all TRMF properties.
- Manage customer housekeeping problems.
- Help maintain equipment by plunging toilets, fixing vacuums, repairing bed frames, curtain rods, etc.
- Inspect and improve staff work.
- Maintain an adequate inventory of cleaning supplies and all other necessary supplies.

**Other Responsibilities:**

- Other duties assigned by the Housekeeping Manager.

**ADA Requirements**

- Continuously
  - Walk
  - Stand
  - Lift up to 10 pounds
  - Repetitive use of hands/arms
- Frequently
  - Push
  - Pull
- Occasionally

- Bend over
- Crouch
- Talk
- Hear
- Carry up to 10 pounds.
- Environmental Conditions
  - Continuously working in inside conditions.
  - Continuously working with chemicals.
  - Occasionally working with fumes, gases, odors, and or dust.
  - Continuously working with others.
  - Occasionally working alone.

**Qualifications and Education Requirements:**

- Proven leadership skills
- Previous experience in housekeeping
- Strong oral communication skills

**Supervision:**

- This is a supervisory role.
- Housekeeping Supervisors report to the Housekeeping Manager.

\*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.\*