



Job Description

Position Title:	Executive Housekeeper	Job Number	2023-07
Position Supervisor:	Director Lodging	Schedule:	Full-Time, Year Round
Supervisory Duties:	Housekeeping Staff		Wed – Sun and other days as needed/assigned

Salary:	\$40,000-\$45,000	FLSA Status:	Exempt	Travel Req'd:	Up to 15%
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Summary

The Executive Housekeeper is responsible for the cleanliness, orderliness, and appearance of the Stock Farm Club facilities, member/guest lodging, and employee housing. The Executive Housekeeper ensures that the day-to-day operations of the housekeeping team meets the expectations of our members and their guests. This position supervises all housekeeping employees, plans and assigns work assignments, provides training for all employees, inspects housekeeping work assignments, and requisitions supplies.

The regular schedule for this position is Wednesday through Sunday. This position may be required to work holidays, weekends, and evenings as needed to support Club operations and needs.

Essential Duties & Responsibilities

- Supervise all Housekeeping Leads and Housekeepers; prepare performance evaluations and make recommendations for promotions/transfers as openings arise; informs The Director of Lodging of Verbal warning and or written warning notices when policies have been violated; evaluates employees for promotions/transfers as openings arise.
- Plan and assign the work of the Housekeeping Team; prepare and post schedules according to occupancy and scheduled event forecasts; ensure adherence to schedules, wearing of uniforms, and performance of duties.
- Participate in daily meetings with Director of Lodging or designee.
- Schedule and conduct daily housekeeping team meetings; provide daily assignments and coordinate activities with team leads.
- Conduct daily and routine inspections of housekeeping staff work within Club facilities, lodging and employee housing, to ensure quantity, consistency and quality of work performed.
- Plan and organize new hire/returning employee training and team communications; assign new employees to work with experienced employees.
- Plan “deep cleaning” activities and schedules for the Club’s facilities, lodging and employee housing.
- Submit requisitions for inventory/supplies purchases; develop and implement inventory management program to create efficiencies and control expenses while maintaining par stock of supplies, linens and uniforms.
- Maintain and manage housekeeping team uniform inventory.
- Report and track maintenance orders/requests and preventative maintenance schedule with the Club facilities maintenance department.
- Prepare regular reports for leadership; regularly communicate with appropriate departments/teams on status of clubhouse facilities, lodging and employee housing.
- Develop and maintain effective strategies for communication with other departments.



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- Assure all safety and security policies and procedures are followed.
- Maintain Lost and Found; arrange for return of items to members/guests/employees.
- Create and maintain an environment that acknowledges the professional needs of all employees and the needs of our members/guests.
- Participates in on-going evaluation programs to ensure that all club areas meet cleanliness, safety and other standards.
- May perform other related duties as assigned.

Minimum Education & Experience

- 2 years' experience with club, resort, or other hospitality industry housekeeping.
- 1 year of supervisory experience or experience as a team lead.

Preferred Experience

- 5 years' experience with club, resort, or other hospitality industry housekeeping.
- Experience as an executive housekeeper/manager within the hospitality industry.
- Prior successful employment with the Stock Farm Club as part of the housekeeping team or comparable position.

Knowledge, Skills & Abilities

- Knowledge of principles for providing customer service and/or personal
- Possess strong leadership and organizational skills.
- Skill in use of Microsoft Word (e.g., create/edit documents, formatting, and similar).
- Ability to identify and implement operational efficiencies.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.
- Ability to work independently, multi-task, and work in fast-paced, dynamic environment.
- Ability to communicate effectively orally/verbally.
- Ability to lead and develop a team and interact with others in a professional and courteous manner.
- Ability to read and apply information from Material Safety Data Sheets (MSDS) associated with cleaning solvents/solutions/materials.
- Ability to appropriately and safely store cleaning solvent/solutions/material/supplies.
- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Ability to walk on uneven ground/surfaces; ability to perform grocery shopping and delivery services.
- Ability to lift/move up to 75 pounds.

Preferred: skill in the use of Excel (e.g., formulas, tables, charting and similar).

Additional Requirements

- Must be able to work regular schedule of Wednesday through Sunday, to include early morning hours and evening hours as operations require.
- Ability to work overtime and holidays as required; ability to work additional extended hours, weekday and evening hours as required.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license in accordance with the laws of the State of Montana.



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- Ability to perform same-day travel on Stock Farm Property and within local geographic region.

Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.