

Philmont has an opening for a Housekeeper Lead. Please share with anyone you think might be interested.

Position: Housekeeper Lead

Department: Housekeeping

Position Location: Philmont Scout Ranch, Cimarron NM

Position Grade: Non-Exempt, Grade 3

Introduction:

Philmont Scout Ranch is seeking an enthusiastic, self-motivated, individual to give direction to the housekeepers. The ideal candidate will have experience in scheduling, training and managing staff, record keeping, ordering supplies, keeping an inventory of assets, be proficient in computer use, and cleaning.

Job Overview:

This position will provide quality housekeeping services to all facilities on Philmont Scout Ranch properties manage 3 full time housekeepers as well as 12 seasonal housekeepers during the summer season and 3 – 4 seasonal housekeepers in the fall, winter and spring.

Responsibilities:

- Manage schedule for normal cleaning of all properties on Philmont.
- Train housekeepers in safety and proper cleaning procedures; especially important during these times.
- Maintain an inventory of cleaning supplies, mattresses, linens, towels, etc.
- Learn the online Purchase Control Order system for ordering supplies, equipment, etc. as needed.
- Coordinate Spring Cleaning with each department and contact the contractor who cleans floors to receive a quote and schedule cleaning.
- Schedule the rest of the spring cleaning of all buildings each winter to prepare for summer operations.
- Assist other Housekeepers in creating and writing their annual Performance Goals.
- Interact with all departments to be sure their cleaning needs are being met.
- Along with your Housekeeping Supervisor, interview seasonal staff that have applied for a housekeeping position for each upcoming season. This assures that you are hiring candidates that know what is expected of them and are willing to accept the position.
- Evaluate each of your seasonal staff members at the required time.
- Enter any damages or necessary maintenance repairs into the Fixx system.
- Ensure a high degree of customer satisfaction by periodically inspecting quality of cleaning.
- Work hands-on with the other Housekeepers to clean offices, do laundry, get rooms/tents flipped, etc.
- Other duties as assigned.

Qualifications / Experience:

- High School diploma or GED required.
- Previous supervisory experience and knowledge of housekeeping standards and use of equipment is preferred.
- Ability to collaborate, inspire and hold housekeeping employees accountable, including seasonal staff.
- Preference given to applicants with a strong understanding of the Philmont and BSA brand.
- Must be able to communicate with all both internally and externally.
- Great attention to detail, highly organized with multi-tasking skills.

Compensation:

This position is a 40-hour week, non-exempt position with a salary range of \$35,000-\$38,000 annually based on experience. The National Council, Boy Scouts of America is an equal opportunity employer. In addition to offering a competitive annual salary; the BSA offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, and a 403-B retirement investment plan. We also offer generous PTO and 12 holiday observances.

How To Apply:

Interested candidates please email a cover letter and resume to: philmont.hr@scouting.org. The subject line of the email should state **Housekeeper Lead**. Applications will be accepted through September 10, 2022.