

## POSITION DESCRIPTION

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<b>Position:</b>	Housekeeping Manager
<b>Department:</b>	Housekeeping
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Lead Housekeeper
<b>Desired Availability:</b>	May 20 – August 31

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

Under the direction of the Lead Housekeeper or Housekeeping Supervisor perform the tasks of this position as assigned to provide the best clean, efficient, and good appearing facilities. The duties and services performed shall be in accordance with the policies and procedures of the Philmont operations.

### Primary Duties & Responsibilities

- Thoroughly clean and re-supply bedding, towels, and other supplies in the Philmont Scout Ranch housing, where assigned, in a timely fashion after departure of guests.
- Thoroughly clean the assigned buildings daily.
- Works closely with Lead Housekeeper and/or Housekeeping Supervisor on assignments and schedules for the day/week.
- Walls and ceiling fixtures are cleaned as scheduled.
- Clean entrances and exits when needed.
- Change light bulbs when needed.
- Maintain and operate the laundry facilities including laundry machines.
- Helps supervise seasonal housekeepers when needed or assigned by Lead Housekeeper or Housekeeping Supervisor. This may include assigning tasks and duties when needed.
- Maintain an adequate inventory of cleaning supplies and paper products.
- Assist the other Housekeepers when assigned by the Lead Housekeeper and/or Housekeeping Supervisor.

- Report any incident of theft, damage, or repair needs to the Lead Housekeeper and/or Housekeeping Supervisor. Insure that items left in housing units or buildings are turned into the appropriate person.
- Maintain a visual inventory of furnishings and other items.
- Be aware and supportive of other department functions and responsibilities.
- Shows leadership and agrees to accomplish all other duties as assigned to ensure that the mission of Philmont is carried out.
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Ability to work as a part of a team and adapt to different situations to accommodate the needs of Philmont and needs of guests at Philmont.
- Willingness to learn.
- Must have a great attention to detail.
- Ability to communicate effectively with guests, co-workers, and supervisors.
- Capability of working assigned hours/shift with 15-minute breaks in the morning and afternoon.

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching
- Exposure to potentially hazardous materials which requires following basic safety precautions
- Exposure to extreme temperatures, dirt, dust, fumes, and/or unpleasant odors

### Additional Information

For more information, call 575-376-2281 and ask for the Housekeeping Supervisor.

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 7/9/2022