



Job Posting

ABOUT THE RESORT AT PAWS UP

The Resort at Paws Up is America's premier luxury ranch resort. Set on a 37,000-acre ranch, Paws Up embodies the spirit of the American West with constant innovation and evolution to deliver the quintessential luxury experience for affluent and influential travelers from all over the world. It's a family owned and award-winning destination that truly inspires.

Join our Housekeeping department as an Evening Housekeeping Supervisor. The Evening Housekeeping Supervisor is responsible for all housekeeping functions that take place during the hours of 5:00 p.m. until 9:00 p.m. with the primary role of managing evening turndown service. Turndown service is exclusive to luxury resorts and provides a unique opportunity to "wow" our guests at The Resort at Paws Up. Paws Up provides a top-quality individualized level of turndown service. Not only are beds placed in turndown status, the cabin/tent is straightened, used towels are replaced with new, amenities are replenished, the cabin/tent is illuminated for a comfortable bedtime ambiance, and a different turndown gift is provided each night.

The Housekeeping Evening Supervisor will oversee 12+ Turndown Attendants for both cabins and tents. The ability to train, supervise, mentor, and support team members is a must. In the hospitality industry, guest agendas are ever changing, along with supervising teams the ability to adapt quickly to guest needs while maintaining a positive team environment is essential.

PRIMARY DUTIES AND RESPONSIBILITIES

- Review daily occupancy reports and evening dining activity reports to create nightly turndown assignment board for Turndown Attendants.
- Provide day-to-day guidance and oversight of Housekeeping team members; actively train, coach, and recognize performance.
- Assist team in refreshing luxury homes, glamping tents, and other accommodations by removing trash, replenishing towels, wash dishes, clean and tidy areas, replace amenities, turndown beds and place the accommodation in turndown status.
- Ensure all homes and rooms are cared for and inspected according to standards.
- Supervise housekeeping teams to achieve an exceptional level of efficiency and quality as they relate to housekeeping and turndown services.
- Converse with guests at a high level, being aware of their needs and being able to follow through on meeting those needs
- Assist in public area cleaning, home, and camp cleaning or any assignment requested.
- Responsible for keeping all work areas and vans cleaned and organized.
- Maintain a high level of attention to detail at all times.

KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma, GED or vocational training or job-related course work
- 18 years of age or older
- Previous basic cleaning experience preferred, not required
- Minimum 1 year of experience of supervising a mid-size team
- Valid Driver's License; Meet company driving policy

- Ability to work collaboratively and independently in a fast-paced environment
- Positive attitude

BENEFITS INCLUDE:

The positions offered are seasonal located in Greenough, MT. The Resort at Paws Up offers great benefits including shuttle opportunities, carpool reimbursement, employee discounts, and more! For more information about Paws Up, visit www.pawsup.com.

Wage: \$13.00/hr.; plus \$5.00/hr. bonus

To apply, please visit the following web link: <https://www.pawsup.com/careers/application>