



KANSAS 4-H

FOUNDATION

Housekeeping Manager

The main responsibilities are supervision, planning and coordination of all the Housekeeping services at Rock Springs Ranch. Works with the Executive Director to develop work goals and projects to fulfill the mission of the Kansas 4-H Foundation and the facilities master plan.

The Kansas 4-H Foundation is the 501(c)(3) fundraising arm for Kansas 4-H, the state's largest positive youth development program, as well as Rock Springs Ranch, the state 4-H camp and conference center. The Foundation works with businesses, organizations, individuals and families who share a common desire to support a statewide effort of growing future leaders. Rock Springs Ranch is a 735-acre property located in the heart of the flint hills just 10 miles south of Junction City, Kansas, and is accredited by the American Camp Association.

Primary Responsibilities:

- **Daily Operations Management**

- Manage and supervise the daily activities of the housekeeping staff to include appropriate cleaning of lodging areas, meeting spaces, shelters, offices and all public spaces. This includes room setups for guests, stripping and waxing of floors, sweeping, dusting, mopping, cleaning windows, making beds, washing/folding linens, cleaning restrooms, changing light bulbs, smoke detector maintenance, and trash removal from buildings.
- Assures the adjustment of building thermostats to appropriate levels, and building security (lights and doors) before and after group usage.
- Reports building maintenance issues to the Maintenance Department,
- Performs regular inspections of guest lodging, meeting and common areas through duration of guest stay.

- **Administrative**

- Sets housekeeping staff schedules to include days, evenings, weekends and holidays.
- Exhibits good customer service by interacting effectively with internal staff and guests as well as external partners
- Communicates and coordinates effectively with other staff to adequately plan for housekeeping activities.
- Maintains records on the serviceability of all facilities, machinery and equipment.
- Attends and participates in management team meetings as required.

- o Maintains and manages the Housekeeping and Laundry budgets effectively
- o Coordinates with the Business Office Manager to ensure all invoices are paid in a timely manner
- o Maintains adequate inventory supply levels to provide a clean, safe and comfortable environment.

Requirements

- High School diploma or equivalent.
- Excellent verbal and written communication skills.
- At least 2 years experience in a custodial department.
- Supervisory experience preferred
- Must possess a current driver's license and have/maintain a good driving record.
- Successful completion of criminal background check, drug test and Level 2 physical strength test.
- Works days, evenings, weekends and holidays as needed.

Qualifications

- Ability to be flexible and adapt to changing priorities, work on multiple projects concurrently, prioritize own workload and consistently meet deadlines.
- Self-driven, proactive, energetic and enthusiastic personality.

Benefits

- \$18-22 hourly rate
- Medical and dental insurance
- Paid Time Off (PTO) including parental leave
- 403b retirement plan with employer contribution and matching
- Be a part of a positive and energetic work environment.
- As the largest positive youth development organization, we value continuous learning and professional development opportunities.

Application and Interview Process

Email a resume and cover letter to Mindy Weixelman, President/CEO at jobs@kansas4hfoundation.org or call 785-775-0123. After reviewing applications, qualified candidates will be contacted for in-person interviews.