



TALISKER CLUB

A PRIVATE WONDERLAND

Storied Management LLC – an affiliate of Storied Development, LLC, an established development, marketing and sales organization with private club communities throughout the continental U.S., Hawaii, the Caribbean and Mexico – is seeking a Housekeeping Director for its luxury, private residential, mountain golf and ski community in Park City, Utah – Talisker Club.

Talisker Club is Park City's only four-club, one-membership private home community presenting an incomparable collection of mountain, Main Street, backcountry and country clubs. It is situated in Utah's Wasatch mountain range, from the slopes of the Deer Valley® Resort to the valleys surrounding the Jordanelle Reservoir.

Please visit www.taliskerclub.com for more information.

Job Description

POSITION DESCRIPTION:	Housekeeping Director
STATUS:	Full Time
REPORTS TO:	Talisker Club General Manager

PURPOSE OF JOB:

The Housekeeping Director is responsible for ensuring the operation of the Housekeeping Department operates in an efficient manner providing all members and guests with quality service and a clean and assists with providing a safe environment, along with effectively managing department staff, departmental expenses and maximizing service levels.

POSITION REQUIREMENTS AND RESPONSIBILITIES:

- Assure that the highest standards of cleanliness and an impeccable appearance is maintained at all of the company's facilities.
- Assure that standards and procedures for the department are followed.
- Select and manages vendors.
- Order housekeeping supplies, linens and towels and amenities for washroom facilities for all locations.
- Assure that equipment is in working order such as vacuums, floor buffers and other pieces of equipment assigned to the housekeeping department.
- Assure that inventory counts are performed on a weekly basis.
- Interview, hire and train team members who report to this position.
- Provide positive solutions when issues arise both inside the housekeeping department but also with other departments that are related to housekeeping.



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- Direct the lead housekeepers and provide clear guidelines and expectations and meet on a regular basis.
- Perform formal evaluations with housekeeping team members, at a minimum annually.
- Direct the housekeeping team in conjunction with the leads.
- Provide feedback, coaching and counseling as necessary.
- Assure that team have necessary supplies to do their jobs effectively.
- Establish annual housekeeping budget and monitor to keep within established limits.
- Provide prompt monthly budget variances as outlined by the accounting team.
- Monitor and approve daily timecards for housekeeping team.
- Assist with Spanish translation as requested.
- Inspect Discovery Homes as requested from Sales Department personnel.
- Assist with construction clean as requested.
- Perform deep cleans as necessary with all facilities.
- Communicate regularly with General Manager.
- Assure that housekeeping vehicle(s) are maintained for safety, maintenance, inspections and cleanliness; assuring that these tasks are completed timely.
- Follow all the vehicle safety protocols and assure that drivers met expectations.
- Attend weekly department head meetings.
- Provide and maintains a positive work environment.
- Communicate regularly with other department heads to assure needs are being met regarding housekeeping needs.
- Assist with tasks related to other departments as needed.
- Attend calendar and special events and provide housekeeping duties as requested.
- Perform other duties as assigned.

EXPERIENCE, EDUCATION AND QUALIFICATIONS:

- High school degree required; degree desired but not required.
- Three to five years of housekeeping management experience in the service industry.
- Excellent knowledge of all aspects of housekeeping.
- Excellent leadership skills.
- Computer literate and proficient in Microsoft Office Products.
- Ability to make decisions and create a positive work environment.
- Always act calmly and professionally.
- Affective in resolving conflicts including anticipating, preventing, identifying, and solving problems as necessary.
- Must be flexible with work schedules includes working days/evenings/weekends and holidays.



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BENEFITS and SALARY:

- Health Benefits offered with an extremely low employee subsidy towards elected plans.
- Life insurance, short and long-term disability benefit, subsidized 100% by the company.
- Voluntary life options.
- Supplemental insurance options.
- Generous paid time off benefits.
- Holiday benefit.
- 401k plan.
- Employee meals.
- Ski and golf benefits.
- Reward and recognition programs.
- And much more.
- Excellent compensation offered with a bonus component.

WHERE TO APPLY:

Individuals who meet or exceed the established criteria as detailed in this posting are encouraged to send their cover letter and resume to dkeele@taliskerclub.com. Note: Please mark: Housekeeping Director in Subject Line.