



## Human Resources Department

### Job Opportunities

**Title:** Executive Housekeeper  
**Department:** Hotel Housekeeping  
**Opening Date:** April 23, 2009  
**Closing Date:** April 29, 2009  
**Gaming License Required:** No  
**Positions Available:** 1 Full-Time  
**Pay Rate:** Salaried  
**Shift:** Varies

**Job Summary:** Schedules, trains, and supervises ALL HOUSEKEEPING personnel. Is required to demonstrate and follow all IMGR&C policies and procedures. Maintains departmental budget, forecast, and cost control at all times as required by IMGR&C. Schedules and review all Housekeeping personnel on a weekly or bi-weekly basis, to ensure proper coverage of all services with maximum quality customer service and maximum efficiency at all times; Daily approves time for payroll. Maintains budget and expenditures tracking to ensure department budgetary goals are being met, and that costs are controlled as efficiently as possible. Handles any customer conflicts when they arise, maintaining quality customer service at all times; Interviews, hires, trains, and supervises all personnel involved with department; Direct the overall activities of Housekeeping (Casino, Hotel, and Public Area) to include inventory levels, record keeping and preparation of pertinent financial reports. Other duties may be assigned.

**Job Qualifications:** High School diploma; six years job-related experience in luxury resort; or equivalent combination of education and experience may be substituted. Mescalero Apache Tribal preference; bicultural experience preferred. Knowledge of Microsoft Word, Excel and Power Point.

**Mescalero Apache Tribal Preference. Bi-cultural experience preferred.**

Applications/Resumes must be submitted to the Human Resources Center located on the 5<sup>th</sup> Floor, East end of the Inn. Applications/Resumes may be submitted via Fax at 505-464-7310. For more information contact the center at 505-464-7329.

**"Best All Season Resort Destination in the Southwest".**