

Job Profile

Title: Lodging Manager

Reports to: Executive Director

Status: Regular, Full-time, Exempt

Salary Range: \$45,000 - \$55,000

Original Issue: 12/2013

General Summary:

Oversees booking, facility operations, maintenance, budget management, and activities of the Vashon Park District lodging facilities and associated park properties.

Essential Duties and Responsibilities:

- Manage online booking reservation system.
- Revenue generation to include sales, advertising, marketing, grant writing and associated contract management, and event planning.
- Event management to include contract and liability management and event facility needs.
- Attend to all lodging and park maintenance to include mowing, grounds keeping, trash removal, and facility maintenance. Coordinate with Park District management and maintenance department for major repairs and capital requests.
- Manage housekeeping staff to include hiring, training, scheduling, discipline, and termination.
- Manage caretaker staff to include hiring, training, discipline, and termination.
- Maintain guest services to include housekeeping, check in and check out activities, and on call needs.
- Manage inventory needs to include supply purchasing and porta-potty scheduling.
- Manage financial operations to include billing, deposits, and budget.
- Arrange and oversee annual rental contracts to include gate attendance according to park schedule.
- Ensure to park cleanliness, safety and hazard concerns, and user compliance with park rules.
- Serves as planning, need identification, and communication liaison between the President of the Keepers and the VPD Executive Director.
- Other duties as assigned.

Job Specifications:

- Prefer Bachelor's Degree in Hospitality, Hotel Management, or related field and/or at least 2 years directly related experience in hospitality/vacation rental management field.
- Experience in park and facility maintenance or related work.
- Computer skills in Microsoft Office; prefer experience with facility booking software and website management.
- Must be available to work flexible hours to include evenings, weekends and holidays.
- Excellent organizational, supervisory, communication, and customer service skills.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.