Conference Housing Amenities Manager

JOB SUMMARY
The Conference Housing program exists to provide service to students with employment opportunities while supporting the university through housing external guests and university sponsored groups. The Conference Housing Amenities Manager is responsible to the Conference Housing Coordinator and Assistant Director for Facilities & Operations for providing support to the Conference team. This position must have a thorough knowledge of the conference program, as well as the policies and procedures in order to ensure smooth operations. Fundamental to the position is the concept of “role model.” All duties will be performed in a friendly, professional, courteous manner at all times.

DUTIES AND RESPONSIBILITIES
- In conjunction with the Conference Housing Coordinator (or their designee), develop and implement a comprehensive Linen and Amenities training program
- Pre and Post-conference season inventory of all pillows, blankets, and mattress pads owned by Conference Housing
- Maintain an on-going, accurate inventory of all pillows, blankets, and mattress pads throughout the summer
- Maintain an inventory of all amenity supplies
- Count in and count out all linen deliveries and pick-ups from the linen contract company
- Keep accurate counts of all linen entering and exiting guest rooms
- Supervise, train, and evaluate team members working with Conference Housing
- Develop work schedule for the Linen and Amenities team
- Ensure all guests’ rooms have the proper linen and amenities set-ups before guest arrival
- Place all linen delivery orders with the linen contract company in conjunction with the Conference Housing Coordinator
- Sign for and accept all linen deliveries from the linen contract company
- Deliver all linen invoices to the Conference Housing Coordinator
- Maintain a continuous record of all Conference monies spent on linen service and update the Conference Housing Coordinator on a monthly basis
- Approving request for days off in conjunction with the other Managers, the Graduate Intern, and the Conference Housing Coordinator
- Oversee the replacement of all pillows, blankets, and mattress pads to Conference Housing storage locations in an effective, organized fashion
- Assist with the management of the Kinetic software as it relates to information pertinent to the successful check-in/check-out of Individual Stay guests
- The Managers, Graduate Intern, and Conference Housing Coordinator will meet weekly with all Conference Housing Team Members
- Respond to emergency situations after hours. Notify Conference Housing Coordinator (or designee) immediately of all situations
- Carry a cell phone 24/7 to respond to any situations as necessary
- Participate in a rotating nightly (7 days per week) on-call schedule for guest assistance

MINIMUM QUALIFICATIONS
Ability to perform all duties and responsibilities as outlined above. Must be a current UNLV upper class or graduate student and maintain a cumulative GPA of 2.25 or higher and a semester GPA of 2.0 or higher. Must have one year of Conference Housing or related field experience. Management experience preferred. This position should be able to come away with such skills as: attention to detail; accuracy; organizational and team skills; logistical planning; and client communication and leadership skills.

Compensation: Complimentary single room with full meal plan for summer conference season
$400.00 per week (paid monthly)

Estimated Hours of Work Per Week: 40

Contact Person: Nick Paxton, Facilities Graduate Assistant
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