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Hospitality Coordinator

Job Description

The purpose of this role is to manage the properties, facilities and camping for Raft California guests.

Requirements:

- Familiarity with Microsoft Excel and Google Sheets.
- Strong organizational skills.
- The ability to self-manage and possess efficient time management.
- The ability to train & manage a grounds, housekeeping and camp store staff.
- The ability to maintain a professional appearance and demeanor.
- Must be responsible and make a full commitment to the job for the season.

Job Responsibilities Include:

- Reporting to the Operations Manager.
- Managing all grounds and facility maintenance, preparing and cleaning.
- Being familiar with day to day camping logistics.
- Managing and scheduling camper check-in.
- Gaining familiarity with Arctic reporting for weekly forecasting of campers.
- Weekly forecasting and oversight of set up/cleaning of camping rentals.
- Managing of camping rental equipment inventory.
- Effectively managing restroom materials inventory and ordering.
- Oversee daily cleaning of the guest bathhouse facilities and campground trash/recycling removal.
- Maintenance of camp stores and inventory.
- Familiarity with and overseeing set up of Square.
- Balancing till and providing cash change as needed.
- Gear shuttle driving, reservations assistance, commissary assistance and additional duties as needed.
- Being able to adapt to changes in daily logistics.
- Working outdoors in all types of weather conditions for extended periods of time.
- Patience, creativity, communication, and group management skills.
- Having outstanding communication and rapport building skills with a variety of people.
- Possessing the desire and ability to interact with guests in a friendly and professional manner.
- Being on time and prepared for all scheduled shifts.
- Maintaining a good attitude and keeping morale high throughout the season.
- Safety conscious practices on the grounds and work spaces.
- Practicing environmentally sound processes.