The University of Arkansas at Monticello (www.uamont.edu) is seeking applicants for an Innkeeper Specialist. Reappointment will be contingent upon the availability of funds.

**Responsibilities:** The Innkeeper Specialist is responsible for the overall appearance and sanitation of public use areas in the inn; inspects inn facilities to determine maintenance needs, sanitary conditions, and overall appearance; follows housekeeping procedures which will be performed by innkeeper specialist and student workers/interns; checks for missing items or maintenance needs; conducts inventory of equipment, linens, supplies, and materials to maintain current demands and determine future needs; completes and maintains records on inventory, work schedules, lost and found, and maintenance issues; prepares reports for supervisor as needed; greets visitors, provides assistance to the public and other staff, and assists customers with special needs; collaborates with all staff to ensure prompt service delivery for guests; Supervise students for educational purposes. Participate in events with hospitality team. Some evening, weekend and off site work is required. All other duties as assigned.

**Qualifications:** Minimum qualifications include a baccalaureate degree; plus two years of experience in hospitality services, event planning, institutional, hotel/motel housekeeping, food service or a related field, including one year of supervisory experience. Trained culinary professional preferred. Successful candidate must be very attentive to detail, possess strong interpersonal communication, organizational and financial management skills as well as collaborate effectively with University departments and administrators.

**Salary:** Commensurate with qualifications and experience including excellent fringe benefits.

**Application Process:** Send a letter of application as well as a completed Employment Application (http://uam-web2.uamont.edu/pdfs/FinAdmin/EmploymentApplication.pdf), complete résumé, names, addresses, telephone numbers and email addresses of at least three professional references (off-list references may be checked) to: Dr. Suzzette Goldmon, Director of Hospitality and Tourism Initiatives, P.O. Box 3596, Monticello, AR 71656. Telephone (870) 460-1428 or Email: goldmons@uamont.edu

Review of applicant data will begin immediately and continue until the position is filled. UAM is an Affirmative Action/Equal Opportunity Employer and is subject to FOI requests.
Innkeeper Specialist
University of Arkansas at Monticello
Division of Advancement
For complete details, visit us on line at
http://www.uamont.edu/pages/resources/jobs
or contact Dr. Suzette Goldmon, Director of
Hospitality and Tourism Initiatives, P.O. Box 3596,
Monticello, AR 71656
or Email goldmons@uamont.edu
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