

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical and archaeological heritage.

About the Tennessee State Parks:

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



TSP Housekeeping Supervisor Montgomery Bell State Park Lodge Annual Salary Range: \$33,900 - \$50,700

Our Tennessee State Parks are among the most beautiful in the United States. We have an outstanding leadership opportunity in a beautiful work environment providing oversight of the day-to-day supervision and operation of the Housekeeping Department for the Lodge at Montgomery Bell State Park located in Burns, TN. Montgomery Bell State Park is a preferred destination for business meetings and conferences and a vacation destination for families.

This position oversees the housekeeping responsibilities for the lodge and cabins. We are seeking a candidate who can create a positive work culture and build effective teams while providing outstanding cleanliness and customer service to our lodge guests and cabins. Preferred candidates will have at least two years of experience in a housekeeping role and some supervisory experience. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Ensure housekeeping staff meets established guidelines through proper training and accountability.
- Maintain inventory of cleaning supplies, guest room supplies, linens, tools, and equipment
- Promote an environment of hospitality to provide great customer service and guest satisfaction through cleanliness and organization, guest interaction, efficient communication, resolving disputes, and addressing situations with guests promptly and professionally.
- Prepare shift schedules for staff based on projected business volume to best manage labor costs.
- Ensure all safety training and material safety data sheets are available and appropriately organized to meet safety standards.
- Communicate the status of guest rooms and cabins using approved property management systems.
- Ensure cleaning chemicals are labeled and stored in compliance with OSHA and TOSHA regulations.
- Manage financial resources through purchasing decisions and appropriately staffing housekeeping based on occupancy.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.