

## **Keeter Center – Guest Services Supervisor**

The Keeter Center at College of the Ozarks is a hotel, restaurant and conference center that has an excellent opportunity for a hospitality professional. The ideal candidate for this position is one who can lead with a passion for excellent service and staff development. Previous hotel management experience of five years required. The successful candidate will also provide strategic leadership expertise that ensures the effective and efficient operations of the business while improving on the current model, and in doing so, helps the operation thrive in the Work Education program at the college.

The right person will have a thorough knowledge of the practices and procedures of hotel-resort operations. The Guest Services Supervisor will be responsible for the front desk, reservations, guest services, housekeeping, gift shop, inspections and scheduling. Other important qualities necessary for this position include:

- Functional, hands-on management
- Attention to detail
- Strong organizational skills
- Ensuring a positive guest experience
- Engaging with and taking part in the professional development of student workers
- Demonstrating and upholding the standards of The Keeter Center and the goals and mission of College of the Ozarks

College of the Ozarks is a small (1500 students) liberal arts, work-study college with a commitment to Christian faith and service. The successful candidate will support the Academic, Vocational, Christian, Cultural, and Patriotic mission pillars of the College. This is a full time (year-round) non-exempt position and includes benefits such as paid medical insurance, retirement (403b), and vacation/sick paid time off. The successful applicant must pass a background check. Please submit an application and resume to Human Resources, College of the Ozarks, PO Box 17, Point Lookout, MO 65726 or e-mail [hr@cofo.edu](mailto:hr@cofo.edu). Review of applications will begin immediately and continue until the position is filled.