



## Job Description: Housekeeping Manager and Maintenance Coordinator

**Meadowmount School of Music**  
Westport, NY

**Dates:** May 18 to August 28 (14 weeks)

**Compensation:** \$840 per week plus room and board on campus

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### Position Overview:

Located in a rural summer camp setting, the Housekeeping Manager and Maintenance Coordinator role supervises the housekeeping team and laundry service, supports facilities and campus life staff to resolve maintenance issues, and resolves overnight cleaning and maintenances issues, to ensure the campus is a clean, safe, and functional environment for its ~200 summer residents.

### Primary Duties and Responsibilities:

- **Team Leadership:** Supervise and train a team of seasonal housekeeping and laundry staff, on cleaning protocols, plans, and on specific sanitation and safety protocols.
- **Team Recruitment and Scheduling:** Support with recruiting housekeeping/laundry staff and take the lead on scheduling and assignments. Communicate expectations in terms of water breaks, meal breaks, meals, goal cart usage and supplies management.
- **Laundry Operations:** Oversee the daily washing, drying, and folding of clothing, linens, and health center supplies, ensuring they are sorted correctly by dormitory.
- **Rural Facilities & Overnight Response:** Serve as the primary point of contact for overnight cleaning emergencies (e.g., spills, broken glass, or pest issues).
- **Identify and resolve immediate facilities issues:** Monitor maintenance requests and work with the facilities team to assign and resolve issues, often taking the lead to resolve priority maintenance issues as directed.
- **Sanitation Management:** Maintain rigorous cleaning schedules for high-touch areas, including bathhouses, dining halls, and the infirmary, to prevent the spread of seasonal illnesses.
- **Inventory & Supplies:** Monitor and order cleaning chemicals, paper products, and laundry detergents.
- **Faculty/Guest Artist Changeovers:** Communicate and schedule for "turnaround" days, ensuring all faculty/artist housing are deep-cleaned and reset within tight windows between guest visits.

### Required Qualifications

- **Supervisory Experience:** At least 2 years of experience managing housekeeping or janitorial teams, preferably in a residential or resort setting.
- **Technical Knowledge:** Familiarity with commercial laundry equipment and industrial cleaning agents.

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Main Office: 518.962.2400  
[meadowmount.org](http://meadowmount.org)

- **Adaptability:** Willingness to work varied hours, including nights and weekends, and live on-site in a rural environment.
- **Problem-Solving Skills:** Ability to troubleshoot minor mechanical issues (e.g., plunging toilets, replacing light bulbs) independently.
- **Daily Communication:** Lead daily briefings or "huddles" to outline objectives, review the day's work, and address potential challenges..
- **Conflict Resolution:** Promptly seek to resolve disagreements with a focus on respect and kindness.
- **Staff Well-being:** Foster a supportive environment that prioritizes team bonding, celebrates collective successes, and maintains morale during a high-pressure summer.

#### **How to Apply:**

- Please send a pdf of your professional resume with a cover letter explaining your interest in this position to [meadowmount@meadowmount.org](mailto:meadowmount@meadowmount.org).
- The earliest deadline for applications is January 30, 2026, however this position will remain open until filled.

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#### **About Meadowmount:**

*"There's no other place that you can go for the summer where you're able to be completely distraction free. There are lots of wonderful festivals, but the amount of time that Meadowmount gives you to truly practice and focus on your individual artistry is just incredible. When I'm here, I can accomplish so much and be surrounded by musicians who are pursuing greatness and in such a beautiful place."*

- Meadowmount Student 2025

Founded in 1944 by legendary violin teacher Ivan Galamian, the Meadowmount School of Music is a seven-week summer program for violinists, violists, and cellists. Musicians ages 10 to 30 from around the world gather at the school's campus in the Adirondack Mountains in northern New York to immerse themselves in an environment where they can focus on personal and artistic development through intensive training with leading faculty, individual practice, chamber music, and performance opportunities. With a capacity enrollment of 185 on the 49-building, 240-acre campus, the school retains an intimacy that provides for personal attention and fosters camaraderie among students. Many students return year after year, and alumni retain strong connections and return as faculty and guest artists, ensuring the continuity of the Meadowmount teaching tradition.