

The Keeter Center – Part-Time Night Auditor

The Guest Services Night Auditor position reports to the Lodge Manager and works closely with Operations Support Manager and full-time Night Auditor to ensure all daily financial transactions are accurately recorded and transmitted. Additionally, this position supports all aspects of hotel operations and guest safety.

ESSENTIAL JOB DUTIES – This position should be able to:

- Accurately complete daily accounting duties include running reports, reconciling accounts, and resolving any discrepancies.
- Engage with and take an active part in the professional development of student workers.
- Proactively ensure building security, asset protection, and guest safety by maintaining all life safety response processes.
- Proactively monitor weather conditions to ensure preparedness for guest safety.
- Act calmly, swiftly, and decisively in various emergency scenarios.
- Actively responds to emergency scenarios calmly, swiftly, and decisively.
- Maintains annual training for emergency procedures.
- Receive guest feedback and respond appropriately.
- To ensure guest satisfaction and quality, anticipate potential problems by reviewing and monitoring complaints, operational issues, business flow, and staff performance.
- Maintaining confidential information.
- Supervise student staff according to the student handbook.
- Inspect staff for proper uniforms, sanitation practices, and appearance.
- Perform other duties as requested.

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. Please submit applications/resumes to Human Resources, College of the Ozarks, PO Box 17, Point Lookout, MO 65726 or e-mail hr@cofo.edu.