



## Housekeeping Specialist

Updated June 2024

### Summary

The Housekeeping Specialist serves as a key member of our hospitality team and is integrally involved with creating spaces that reflect our core value of radical hospitality. We strive to be attentive to all the needs of our guests and campers and then go the extra mile to make sure their experience is one that they will write home about! By giving specific attention to details of cleanliness our sites are ready to serve safely, vibrantly, and intentionally for whatever the purpose of the retreat group or summer camp.

The Housekeeping Specialist will report to our Director of Hospitality Ministries, working alongside the Custodial Specialist in preparing spaces for guests. Although our organization operates three different sites, duties will take place at Green Lake Bible Camp in Spicer and at Shores of St. Andrew near New London. Although staff are encouraged to get to know all three camps, no work will be expected of the Housekeeping Specialist at Camp House near the North Shore of Lake Superior.

### Essential Duties and Responsibilities

1. Prepares guest rooms and common spaces for guests
  - a. Vacuums, sweeps and mops floors and rugs throughout spaces.
  - b. Makes beds and changes linens.
  - c. Replenishes toiletries and towels.
  - d. Empties trash receptacles.
  - e. Wipes down, dusts and sanitizes all surfaces including counters, tables, lamps, etc.
2. Reports any damage, missing items, safety hazards, or maintenance needs to the Director of Retreat & Hospitality Ministries.

### Qualifications and Requirements

1. Ability to stay on top of a variety of tasks with an eye for small details.
2. Desired candidate must be able to lift 50lbs, have the ability to safely climb ladders (occasional), navigate uneven terrain, work independently, and willingness to drive a golf cart.
3. Ability to work scheduled weekends and evenings.
4. Ability to work well with others and to be a flexible member of a team.
5. Ability to take initiative and work well without close supervision.
6. Ability to model radical hospitality within our staff and to our guests.

### Working Relationships (Internal/External)

1. Director of Retreat & Hospitality Ministries - to receive supervision & collaborate on scheduling
2. Custodial Specialist - to receive supplies and collaborate on scheduling

**Supervises:** This position does not directly supervise a position.

**Hours:** Flexible Part-Time, Thursday & Sunday in summer

**Compensation:** \$15-17 per hour

**Supervisor:** Director of Hospitality Ministries

**Classification:** Non-Exempt