



**JOB TITLE:** Housekeeper

**SUPERVISED BY:** Guest Services Coordinator

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**POSITION OVERVIEW:**

Housekeepers will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. The primary focus will be ensuring standards of cleanliness, hygiene, and tidiness are maintained throughout Covenant Harbor's property.

**GENERAL QUALIFICATIONS:**

- Be in agreement with and support of Covenant Harbor's mission and vision
- Have a strong work ethic and positive attitude
- Be organized, personable, able to make adjustments with short notice, and have a heart for service
- Personal maturity, sound judgment, motivation, and integrity
- Be attentive to details, flexible, and be able to work with minimal supervision
- Available to work weekdays, weekends, and some holidays
- Desire and willingness to work as a team within Housekeeping and other areas
- Able to operate housekeeping equipment and safely handle and use cleaning chemicals

**EDUCATION AND TRAINING REQUIREMENTS:**

- Minimum of high school diploma
- Able and willing to follow written and verbal instructions
- A valid driver's license and a clean driving record

**GENERAL DUTIES:**

All Housekeepers will carry out the Covenant Harbor mission and ministry in the following ways.

- A. Work with the housekeeping team to ensure high standards of cleanliness, hygiene and tidiness in all sleeping cabins, retreat center rooms, and common areas.
- B. Follow the schedule of tasks to be completed on a daily basis due to camp needs.
- C. Continuously seek and make improvements to the overall housekeeping functions for the camp.
- D. Maintain supply levels, orderly supply closets, housekeeping vehicle, and housekeeping home base along with the other housekeeping staff.
- E. Fill out supply, work order, and housing forms.
- F. Deep clean buildings and work on other special projects as needed.
- G. Attend staff training sessions and meetings as needed.
- H. Greater Covenant Harbor Ministry:
  - Be a positive, helpful and active member of the staff community.
  - Support and help with retreats and events at Covenant Harbor.
  - Help effectively maintain and steward Covenant Harbor's resources.
  - Teach and oversee other Covenant Harbor staff and volunteers when they assist with housekeeping tasks.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 40 lbs on a regular basis.
- Must be able to routinely perform cleaning tasks such as dusting, vacuuming, and cleaning bathrooms.
- Most of the duties of this position are conducted in inside environments. At times, a lot of walking around the property is necessary. Covenant Harbor is built on a large hill and although there are paved sidewalks, there are also many steps and steep inclines.

**SALARY & BENEFITS:**

**Type of Position:** Part time hourly, year-round; Competitive pay range.