



Housekeeping Job Description

The mission of GENEVA Camp and Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.

Status: Part-time, hourly

Hours: average of 15-20 hours/week

Reports to: Director of Retreat Ministries

POSITION PURPOSE:

This position supports the ministry by assisting the housekeeping team in cleaning GENEVA's facilities including lodging areas, meeting spaces and common areas.

Personal Characteristics Desired:

- Willingness to support the mission of GENEVA
- Characterized by a servant's heart and willing spirit
- Demonstrated commitment to doing things correctly and completely
- Willingness to work as part of a team in meeting GENEVA's cleaning needs
- Self-starter, able to see work and take initiative
- Willingness to learn new skills and take direction

Responsibilities/Duties:

- Clean GENEVA's facilities including lodging areas, meeting spaces and common areas
- Assists in the efforts of the periodic laundering of Retreat Center linens
- Work with housekeeping team in changing facilities over into appropriate ministry season (summer camp and retreats) typically in May/June and end of August.
- When assigned the task, taking inventory of linen, cleaning and paper supplies
- Work in conjunction with staff to ensure that the facilities are ready for groups guest groups throughout both ministry seasons
- Maintain high standards of cleanliness set forth by GENEVA leadership
- Other duties as assigned by GENEVA leadership

Physical Demands:

- Frequently lifts cleaning supplies and equipment, mattresses, trash bags, boxes, etc. weighing up to 40 pounds.
- Frequently ascends/descends step stools while cleaning cabins including bunkbeds and windows.
- Frequent bending at the waist required while making beds, picking up items off floor and cleaning bathroom facilities.
- Cleaning is primarily performed indoors however exposure to outdoor weather conditions is required while traveling between buildings
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Qualifications:

- Strong commitment to the Christian faith
- Engagement in a local church
- Past experience in housekeeping helpful
- Good organizational skills
- Ability to work flexible hours including rotating weekends based on seasonal demands of retreat groups
- Clearance through a criminal background check, Central Registry check and the National Registry of Sex Offenders because of GENEVA's work with children
- Ability to work cooperatively with others in a team setting
- Commitment to the mission of GENEVA Camp and Retreat Center