



## 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 Events & Hospitality

### Why You Might Want to Work with Us:

Seated on the shores of Lake Michigan, GENEVA Camp & Retreat Center invites people to step away from the busyness of life to hear God's call on their lives. As a member of our housekeeping team, you will have regular opportunities to serve others in one of the most beautiful environments of God's creation by providing them with spaces that are clean and tidy and that encourage them to rest and relax while they retreat here at GENEVA.

### Responsibilities/Duties:

- Clean GENEVA's facilities including lodging areas, meeting spaces and common areas
- Assist in the efforts of the periodic laundering of Retreat Center linens
- Help flip facilities into summer camp mode and retreat mode each year (May/June; End of August)
- Take inventory of linen, cleaning supplies, and paper supplies when assigned
- Work in conjunction with staff to ensure facilities are ready for guests throughout both ministry seasons
- Maintain high standards of cleanliness set forth by GENEVA leadership
- Other duties as assigned by GENEVA leadership

### Personal Characteristics Desired:

- 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

### Physical Demands:

- Frequently lifts cleaning supplies, 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:

- Previous housekeeping experience preferred but not required
- Strong organizational skills
- Ability to work cooperatively with others in a team setting
- Ability to work flexible hours including rotating weekends based on seasonal demands of retreat groups
- Clearance of a criminal background check, Central Registry check, and the National Registry of Sex Offenders
- Commitment to the Christian faith and mission of GENEVA Camp and Retreat Center