



Housekeeping Coordinator 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: Full-time, Hourly with Benefits

Hours: 30 – 40 hours per week

Reports to: Director of Events & Hospitality

Responsibilities/Duties:

- Create and manage monthly, weekly, and daily housekeeping team schedules
- Work alongside the housekeeping team in routine cleaning and preparation of facilities including lodging areas, meeting spaces, and common areas within allotted time parameters
- Collaborate with all staff to ensure GENEVA facilities are ready for summer camp and retreat guests
- Manage linens, cleaning supplies, and equipment ensuring appropriate inventory and order maintaining records as needed
- Plan, coordinate, and execute annual changeovers into summer camp and retreat season modes
- Maintain high standards of cleanliness and an orderly work environment
- Onboard and train housekeeping new hires
- Lead efforts in the periodic laundering of Retreat Center linens
- Facilitate annual deep cleaning projects with the housekeeping team
- Coordinate and oversee housekeeping operations surrounding preparation of any special events
- Prepare cleaning supplies for summer camp staff lodging areas and present cleaning guidelines to summer staff during orientation
- Attend and participate in weekly team meetings
- Other responsibilities as assigned by GENEVA leadership

Personal Characteristics Desired:

- A servant's heart and willing spirit
- Strong work ethic
- Willingness to work as part of a team in meeting GENEVA's cleaning needs
- Self-starter, takes initiative and action
- Strong leadership, communication, and organizational skills
- Ability to think critically and provide direction and leadership to teammates

Physical Demands:

- Regularly lifts cleaning supplies, equipment, mattresses, trash bags, boxes, etc. weighing up to 40 pounds
- Ascends/descends step stools while cleaning cabins including bunkbeds and windows
- Tasks require frequent bending at the waist required while making beds, picking up items off floor and cleaning bathroom facilities
- Work is primarily performed indoors, however exposure to outdoor weather conditions is required while traveling between buildings and when cleaning exterior surfaces
- 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:

- Commitment to the Christian faith and mission of GENEVA Camp and Retreat Center
- Previous housekeeping experience required
- Ability to work flexible hours including rotating weekends based on seasonal demands
- Clearance of a criminal background check, Central Registry check, and National Registry of Sex Offenders

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 – 12,000+ retreat guests and 4,000+ summer campers annually - by providing them with spaces that are clean and tidy and that encourage them to rest and relax while they retreat here at GENEVA.

In addition to helping steward a vibrant Events & Hospitality ministry, you will be part of a mission-oriented staff who love to share the good news of Jesus Christ by showing love and hospitality. We serve in one of the most beautiful environments of God's creation on Lake Michigan with an energetic team who gets things done and has fun while doing it.

GENEVA's benefits for full-time staff include vacation, sick and holiday pay; medical and dental insurance coverage (95% of premiums paid by GENEVA), short-term and long-term disability coverage, life insurance, and 403(b) retirement benefits after one year of service.

How to Pursue the Opportunity Further:

Submit your Resume and Application using this job's "Submit Your Application!" button on our website. If you have further questions about this role, feel free to reach out to Sherry at sherry@campgeneva.org or by calling (616) 399-3150.

