



## 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:** Full-time, Hourly with Benefits

**Hours:** Average of 30 hours/week

**Reports to:** Director of Events & Hospitality

### Position Summary

Our housekeepers serve our retreat guests and summer campers alike by providing them with facilities that are clean, neat, tidy, and organized for their use and enjoyment.

### Responsibilities/Duties:

- Clean assigned lodging rooms, cabins, meeting spaces, common areas, and restrooms for guest use
- Perform routine housekeeping tasks such as vacuuming, dusting, making beds, sweeping, mopping, and restroom cleaning
- Tidy and organize furniture and furnishings
- Inventory linen, cleaning supplies, and paper products; restock as necessary
- Maintain high standards of cleanliness and an orderly work environment
- Assist with the periodic laundering of Retreat Center linens
- Work as a team to ensure facilities are ready for guests throughout both ministry seasons
- Support GENEVA's Housekeeping Coordinator with responsibilities and leadership as assigned
- Other duties as assigned by GENEVA leadership

### Personal Characteristics Desired:

- Friendly and customer service oriented
- Attention to detail
- Time management
- Strong work ethic, self-starter, and able to take initiative and action
- Willingness to work as part of a team in meeting GENEVA's cleaning needs
- Coachable and willing to learn new skills

### 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
- 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, hospitality, cleaner, custodian, or janitor experience preferred, but not required
- 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

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

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. As an organization, GENEVA Camp & Retreat Center invites people to step away from the busyness of life so they can grow in their faith, hear God's call on their lives, and be refreshed.

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 the shore of 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](mailto:sherry@campgeneva.org).