Crooked Creek Christian Camp  
Job Description

Position: Head Housekeeper  
Responsible to: Executive Director

Part-time position (60-65% average) throughout the year. Leadership position that requires physical ability primarily standing and/or walking to accomplish required tasks with occasional lifting, pushing and pulling.

Qualifications

1. General
   1. Enjoy serving people in the camp and retreat setting.
   2. Be committed to Christian service and in agreement with the camp mission statement.
   3. Flexible to the ebb and flow of a camp operation.
   4. Ability to manage, train and lead staff in a positive manner.
2. Housekeeping
   1. Enjoy cleaning and be knowledgeable about cleaning procedures and supplies and willing to learn.
   2. Have flexible schedule to allow for cleaning after guests leave and before guests arrive.
3. Physical Ability
   1. To stand and be on your feet for up to 100% of the work day.
   2. Ability to work non-traditional hours including early morning or late evenings and including weekends and holidays.

Duties and Responsibilities

1. Supervise, train and lead staff in housekeeping and cleaning tasks for Crooked Creek Christian Camp
2. Track inventory of housekeeping supplies and submit order as necessary to Executive Director
3. Cleaning
   1. Oversee cleaning of all facilities that house guests after each group
   2. Clean and sanitize bathrooms in all facilities
   3. Clean and sanitize kitchens in all facilities working in collaboration with the Food Service Manager to accomplish this task.
   4. Setup and maintain schedule for deep-cleaning of guest rooms one to two times per year as needed.
4. Laundry
   1. Sort towels from bed linens
   2. Keep track of linens that are outsourced for cleaning and camp’s linens.
   3. Launder used towels/linens from sleeping rooms (Retreat Lodge, Shepherd’s Inn and cabin)
   4. Launder kitchen towels and aprons from kitchens
5. Other
   1. Stay up to date on appropriate cleaning procedures and supplies
   2. Identify lost and found items, launder (if necessary), label and take to office.
   3. Set up/tear down facilities as needed for groups
   4. Take out trash and recycling from all facilities
   5. General clean up outside of facilities
   6. Communicate repairs observed to Maintenance Manager and/or Executive Director
   7. Contribute to the success of the Crooked Creek Christian Camp team and mission.
   8. Other tasks or duties that may be requested by Executive Director.

2022