

# Crooked Creek Christian Camp

## Job Description

Position: Assistant Housekeeper

Responsible to: Head Housekeeper

Purpose: To provide clean and excellent facilities to our guests

Weekly part-time position averaging 6-10 hours per week with potential for more hours. Summer schedule is the busiest and may include weekend work. Mondays required.

### Qualifications

1. General
  - a. Enjoy serving people in the camp and retreat setting
  - b. Be committed to Christian service and in agreement with the camp mission statement
  - c. Flexible to camp operation based on guest group schedule(s)
  - d. Positive attitude and self-starter willing to take initiative
  - e. Ability to work non-traditional hours including early morning or late evenings, weekends and holidays planning ahead 14 days or more
2. Housekeeping
  - a. Enjoy cleaning, hospitality and willing to learn
  - b. Have flexible time schedule to allow for cleaning after groups leave and before guests arrive
3. Physical Ability
  - a. To stand and be on your feet up to 100% of the work day
  - b. Position requires lifting, pulling and pushing to accomplish work tasks

### Duties and Responsibilities

Assist Head Housekeeper in the following duties

1. Cleaning
  - a. Clean all rooms and conference rooms in all facilities after each group
  - b. Clean/sanitize bathrooms in all facilities after each group
  - c. Clean/sanitize kitchens in all facilities after each group
  - d. Assist with deep cleaning of facilities and window washing as needed
2. Laundry
  - a. Sort towels from bed linens to wash
  - b. Launder and fold towels/bedding from lodging facilities
  - c. Launder and fold towels/aprons from all kitchen facilities
  - d. Replace bed linens neatly
3. Other
  - a. Identify lost and found items, launder, label and take to office
  - b. Set up/tear down facilities as needed for groups
  - c. Take out trash and recycling from all facilities
  - d. General clean up outside facilities
  - e. Other tasks or duties that may be requested by Head Housekeeper and/or Administrator

If additional hours are desired, inquire about kitchen assistant position.

February 2016