



Pine Lake Fellowship Camp

Job Description

Title:	Housekeeper(s) (Part-time)
Hours:	Avg. 15-20 hours/week (varies based on reservations)
Purpose:	To provide a clean & hospitable environment for guest groups to experience renewal by providing clean facilities and grounds through attention to detail and exceeding guest expectations.

Summary: The Housekeeper(s) is responsible to:

- Clean hotel & bunk style rooms, meeting areas, gym, restrooms, kitchens, & rustic cabins. Make beds for facilities where linen services are required/requested
- Process (wash/dry/fold/put away) used laundry for reapplication (linens/towels, etc.)
- Keep an inventory cleaning supplies & needed items to report for purchasing.
- Maintain clean and organized janitorial areas
- Fulfill seasonal cleaning and laundering items according to the set schedule.
- Fulfill cleaning requirements according to facility reservation schedules.
- Provide leadership and guidance to volunteer groups who provide occasional service.
- Attend scheduled PLFC staff meetings.

Supervision received:

- Report to Executive Director

Supervision given:

- Volunteers and groups as assigned

Details:

- Most hours are weekday (M-F), but some weekend and holiday cleaning will be required according to guest group reservations.

Compensation

- Hourly wage

Qualifications, Knowledge, and Skills Required:

- Applicant(s) must be of trustworthy character, be self-motivated, and possess strong verbal & written communication skills.
- Applicant(s) must be able to work on feet for required hours and be able to lift 30lbs.
- Applicant(s) must have superior organization, time management, & communication skills
- Ability to use mobile phone and Google products for communication/scheduling– text, Gmail, & reservation calendar
- Ability to maintain effective working relationships with staff, supervisor, volunteers, and guest groups
- Ability to work independently
- Evidence of a strong Christian faith and commitment to a relationship with Jesus Christ and embraces the mission and purpose of Pine Lake Fellowship Camp
- Evidence of working well within a team culture
- References & background check required

Application available at www.pinelakecamp.com/employment

Inquiries & resumes can be sent to Matt Graybill at matt@pinelakecamp.com.

Note: This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of the normal responsibilities to meet the ongoing needs of the ministry.