



**Job title:** Housekeeper  
**Department:** Housekeeping  
**Grade:**

**FLSA status:** Non-Exempt  
**Reports to:** Housekeeping Manager

**Position Summary:** Provides daily cleaning of guest lodge rooms by making beds, vacuuming, dusting, cleaning & restocking restrooms, removing trash, polishing furniture and assisting with washing, drying and folding laundry as well as general lobby and bathroom cleaning as needed.

**General Purpose:** To maintain clean guest accommodations, while meeting guest needs with a pleasant attitude in order to help guests better connect with God and each other.

**Role Qualifications:**

- A personal relationship with Jesus Christ
- Weekend availability for scheduling
- Servant attitude

**Essential Functions/Responsibilities:**

- Professionally clean guest rooms, using proper sanitary procedures, by changing bed linens, scrubbing bathroom, restocking amenities, polishing furniture, restocking all amenities (brochures, towels, trash bags, cups, soaps, etc.) checking for lost items under beds and behind furniture, and vacuum room and hallway.
- Check for any maintenance issues and correctly report
- Assist with laundry as needed by sorting, washing, drying and folding all linens used for guest rooms
- Assist with lobby duties as needed
- Make and distribute cots to guest rooms as requested
- Keep Housekeeping Department clean and organized
- Perform deep cleaning responsibilities as assigned (wash walls and vents, move furniture to clean, flip mattresses and clean windows)
- Clean summer staff cabins, dorms, motel and upper lodging facilities as necessary
- Perform any other reasonable task assigned

**Essential skills and experience**

- Basic knowledge of cleaning methods, materials and equipment
- Ability to perform manual tasks requiring physical strength and endurance
- Ability to operate mechanical cleaning equipment and to use cleaning supplies
- Ability to follow simple oral and written instructions
- Good time management skills
- Ability to establish and maintain positive working relationships with supervisors and fellow workers
- Willingness to meet the needs of the guests during their stay

**Nonessential skills and experience:**

- Experience working in Christian camps or conference centers
- Prior hotel housekeeping experience

**Reporting to this position:** None

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee must be able to physically lift up to 60 pounds repetitively and will be required to stand, walk, sit, use hands, climb, balance, stoop, kneel, push and pull for extended periods of time. The ability to see is required to perform the essential job functions.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 8-1-11**