

Position Title: Housekeeper
Department: Maintenance
Reports to: Executive Director
Effective Date: January 2017

The housekeeper is responsible for bringing the mission of Gracefield Christian Camp and Retreat Centre to all guests, campers and staff. The team fulfils the mission through the ministry of hospitality. The housekeeper will work with the maintenance staff in ensuring that all camp property and buildings are clean and well maintained. He or she will be responsible for the laundry, cleaning of the lodges and their kitchens, making beds, cleaning of public washroom facilities and daily sweeping and mopping of the main dining hall floor. As part of the maintenance team, responsibilities will also include providing a safe and clean environment into which all guests, campers and staff may receive a friendly welcome.

Roles, Responsibilities and Tasks:

1. Develop and follow a cleaning schedule which will coincide with the rentals and summer camps and will ensure the necessary cleanliness of the facilities
2. Ensure the necessary housekeeping supplies are in stock and provide an updated list of inventory to the senior maintenance person weekly
3. Take the necessary steps to ensure all facilities are monitored and cleaning times recorded as per the guidelines
4. Attend daily and weekly staff meetings and Bible studies

Gifts, Skills, Experiences, Qualities and Position Requirements:

1. Education in one of the following areas is an asset: hotel and hospitality services, custodial and cleaning services.
2. WHIMS training certificate, preferred
3. Gives attention to detail, sets high standards of service, cleanliness and tidiness.
4. Stamina, endurance and the ability to walk distances in order to be able to complete all of the necessary daily tasks.
5. Ability to work independent and as part of a team
6. Ideal candidate will be a committed Christian, with a dedication to Christ and his/her church. His/Her life should exemplify the Christian "good news" of the gospel.
7. Pleasant and open personality, ability to relate to guests and campers.
8. Ability to take verbal detailed instruction and follow through
9. Possess a valid driver's license is an asset
10. Ability to lift up to 15 kg unassisted

Screen Procedure: In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes completing a teacher/ leader form, and, in the case of prospective teachers/ leaders, an interview by two people, a reference check, and a Police Records Check for high risk ministries.

Support, Supervision and Evaluation: The housekeeper is both supported and supervised by the Executive Director and the senior maintenance person. A monthly evaluation will be completed together by the senior maintenance person and the Executive Director.

Schedule and commitment: This position requires 24 hour responsibility (in case of emergency) with daily time off to be determined with the senior maintenance person and 32 consecutive hours off per week.