

Position Title: Housekeeping Assistant
Department: Operations
Reports to: Operations Manager

The Housekeeping Assistant is responsible for bringing the mission of Gracefield Christian Camp and Retreat Centre to all guests, campers and staff. The Housekeeping team fulfils their mission through the ministry of hospitality. The Housekeeping Assistant works with the Operations staff, 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 and stocking of public washroom facilities and daily sweeping and mopping of the main dining hall floor. As part of the Operations 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. As directed, follow a cleaning schedule which will coincide with the rentals and summer camps and will ensure the necessary cleanliness of the facilities.
2. Take the necessary steps to ensure all facilities are monitored and cleaning times recorded as per the guidelines, reporting any needed repairs to the Head Housekeeper or Operations Manager.
3. Take inventory of housekeeping supplies at least weekly and advise the Head Housekeeper of results.
4. Maintain a friendly and welcoming environment for everyone
5. Attend relevant pre-camp training sessions.
6. Attend staff Bible studies when time permits.

Gifts, Skills, Experiences, Qualities and Position Requirements:

1. Experience and training in hotel and hospitality services or custodial and cleaning services.
2. Attention to detail; sets high standards of service, cleanliness and tidiness.
3. Stamina, endurance and the ability to walk distances in order to be able to complete all of the necessary daily tasks.
4. Ability to work independently and as part of a team
5. Pleasant and open personality, ability to relate to guests and campers.
6. Ability to take verbal detailed instruction and follow through
7. Ability to lift up to 20 kg unassisted
8. Valid driver's license is an asset
9. WHMIS training certificate is an asset

Screening 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 a reference check, and a Police Records Check.

Support, Supervision and Evaluation: The Housekeeping Assistant reports to and takes day-to-day direction from the Head Housekeeper with performance oversight from the Operations Manager. Regular feedback and evaluation will be conducted frequently with a written assessment of the Housekeeping Assistant's performance completed at the end of the contract.

Schedule and commitment: 7 weeks. The Housekeeping Assistant will have 24-hour availability and typically stays on site (with room and board provided) with working hours as directed by the Head Housekeeper. Time off each day is to be arranged with and approved by the Head Housekeeper. The Housekeeping Assistant receives one continuous 32-hour period off each week. The Housekeeping Assistant must cover all assigned housekeeping responsibilities during the Head Housekeeper's off-duty periods.