



**Position: Housekeeper**

**Reports to: Managing Director (MD)**

**Schedule and commitment:**

June to August. This is a 24-hour responsibility, when LIT campers are on site, with time off each day. In addition, staff receive one 32 hour period off each week.

**General description:**

The **Housekeeper** is responsible for keeping the facilities at Gracefield Christian Camp and Retreat Centre clean and welcoming for all guests and user groups. The Housekeeper shares the responsibility for site preparation, inventory of supplies and maintenance of the camp facilities.

**Specific Responsibilities:**

**Housekeeper:**

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 Managing Director
3. Take inventory of housekeeping supplies at least weekly and advise the Managing Director 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

**Within reasonable limits, perform other camp duties as instructed by the Managing Director.**