

# SUTTLE LAKE CAMP JOB DESCRIPTION

## HOUSEKEEPER

**GENERAL RESPONSIBILITY:** To support the Camping Ministry of Suttle Lake by providing Christian hospitality. Work as part of the staff team to clean camp facilities.

**RELATIONSHIPS AND KEY CONTACTS:** Housekeepers work closely with other staff and volunteers.

**RESPONSIBLE TO:** The Director is the direct supervisor for this position in the day to day operations related to housekeeping and program aspects of the camp's ministry. When working in other areas of camp you'd be responsible to the designated supervisor, for example the facilities manager supervises maintenance and the food service manager supervises meal service.

### **SPECIFIC DUTIES:**

- A. **Participate in training week(s) prior to camp and continuing education during camp, in order to develop:**
  - 1. a positive Christian staff community and atmosphere of team work
  - 2. problem-solving skills
  - 3. understanding of sanitation practices
  - 4. participate fully in providing hospitality to campers and guests
  - 5. emergency preparedness
  - 6. safe sanctuary practices
  - 7. activity leadership and safety
  - 8. understanding of overall camp operations and expectations
- B. **Help with camp clean-up/housekeeping** as part of daily routines and after campers depart from camp.
- C. **Participate in staff meetings and devotions.** All staff are encouraged to add agenda items to list, lead group or faith building activities, provide feedback and suggestions for improvement of camp organization.
- D. As skills and abilities allow, assist with other camp activities (including meal service, program areas, basic maintenance, and office tasks as needed).
- E. Participate enthusiastically in as many camp activities as possible, even when not responsible for leading.

### **REQUIRED CERTIFICATIONS:**

- 1. Oregon State Food Handler's Permit
- 2. Certification in CPR and First Aid (American Red Cross or equivalent)

### **DESIRED QUALIFICATIONS:**

- A. Experience in housekeeping.
- B. Ability to be flexible, learn quickly, take initiative, and follow directions.
- C. Awareness of safety and ability to actively intervene when needed.
- D. Ability to work independently
- E. Ability to understand, follow, implement and articulate clear directions including safety measures.
- F. Ability to model appropriate behavior.
- G. Preference given to applicants with a growing Christian faith and ability to share support others in their personal faith development.

### **ESSENTIAL FUNCTIONS:**

- 1. Willingness to participate in a team environment.
- 2. Ability to communicate effectively with other staff and guests.

- 3. Strength and ability to lift cleaning supplies or remove garbage, weighing twenty five pounds
- 4. Ability to reach over head (for example while cleaning a shower)
- 5. Ability to maintain proper sanitation in lodging, bathrooms, and other areas of camp.
- 6. Safely handle and use cleaning supplies and other chemicals.
- 7. Read and sign the Camp & Retreat Ministry Mission Statement and Staff Disclosure Form.
- 8. Pass background check required by all camp staff.