



Housekeeping Job Description

MISSION: The mission of Woodcrest Retreat is to introduce people to Jesus Christ and encourage Christian growth through programs and partnerships that emphasize creation and community.

PURPOSE OF HOUSEKEEPING STAFF: The Housekeeping staff shares in Woodcrest's mission by ensuring that our facilities and grounds are clean and ready for guests so that they can experience the wonder of God and have an enjoyable time at Woodcrest.

REQUIREMENTS FOR HOUSEKEEPING STAFF:

- 18 years of age or older
- Committed Christian who is active in his/her church, and growing in faith
- Able to read and write at a high school level
- An eye for detail and able to complete repetitive tasks
- Self motivated and able to work without immediate supervision
- Physical strength to walk the grounds to complete tasks and handle light lifting
- Comfortable enough to interact with staff, camper parents, guests, and visitors as needed
- Willing and able to work in a team oriented, Christ-centered environment

RESPONSIBLE TO: Hospitality Coordinator or Reservationist

HOURS: Part Time/Year Round (10-15 hours per week or as needed to accomplish essential tasks)

ESSENTIAL RESPONSIBILITIES & SKILLS:

- Complete scheduled cleaning of facilities (detailed lists are provided for each room/space)
- Communicate with Operations Director when supplies are running low
- Keep janitorial closets clean and stocked
- Observe general areas and immediate vicinity of buildings and keep clean of trash and cobwebs.
- Create a welcoming environment for guests and visitors.
- Communicate with Operations Director regarding maintenance and repair needs that you encounter while cleaning
- Communicate with Receptionist when rooms are completed.

Woodcrest seeks to maintain a level excellency with our facilities that are used by our guests.

Our housekeeping team is on the frontlines of allowing us to accomplish our mission.