

LAKEVIEW MINISTRIES

HOUSEKEEPER JOB DESCRIPTION

Position Description

The Housekeeper will assist the Director of Facilities by cleaning all buildings that have been used by a recently departed guest group in order to prepare a clean environment for the next group to arrive.

Required Qualifications

1. Minimum age - 18 years old.
2. Desire and ability to work in a camp setting.
3. Willingness to support the Lord's ministry here at Lakeview Ministries by conducting themselves in a Christian manner.

Desired Qualifications

1. Ability to accept supervision and guidance, as well as to give supervision and guidance to other camp staff or volunteers.
2. Organized and self-motivated, with the initiative to find work that needs to be done.
3. Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity, ingenuity, a sense of spiritual direction, and the presence of God in his/her life.

To Whom Responsible

The Director of Facilities in terms of training, work assignments, personnel policies, and performance review.

Specific Responsibilities

1. Clean all buildings and facilities that have been used after a guest group departs in preparation for next arriving group.
2. Assist in moving materials and supplies to appropriate areas of camp as needed.
3. Work with the Director of Facilities to make sure that all maintenance and cleaning products are fully stocked and distributed around camp to their needed locations.
4. Assist in coordinating and leading seasonal staff and volunteers with work projects.
5. Attend required staff meetings as needed or requested by the Director of Facilities.
6. Continually evaluate current operations, explore and implement improvements.
7. Communicate with the Director of Facilities to share concerns, improvements or recommendations.
8. **As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.**