



8122 W. Sauk Trail \* Frankfort, IL 60423

Manitoqua.org | 815.469.2319

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## Housekeeping Staff Job Description

**Department:** Program

**Reports to:** Ministry Assistant (Housekeeping), Guest Services Coordinator

**Type of Position:** Part-time

**General Description:** Housekeeping staff are responsible for keeping our grounds, buildings and equipment welcoming and visually pleasing to help the ministry and operations of Camp Manitoqua & Retreat Center.

### Duties and Responsibilities

#### **Cleaning:**

1. Clean, sanitize, dust and maintain all buildings owned and operated by Camp Manitoqua
2. Wash, sanitize and properly store bed and bath linens
3. Keep paper towels, toilet tissue, soap, facial tissues and other supplies in restrooms, sleeping and meeting rooms filled
4. Notify Housekeeping Coordinator of maintenance requests and supply needs
5. Provide support to all facilities and grounds volunteer groups as needed
6. Keep work area and tools clean and organized.
7. General upkeep of facilities and grounds, trouble shoot and repair minor issues

#### **General:**

1. Ensure all doors are locked and that buildings are left in a safe and secure condition at the end of workday
2. Work cooperatively with team leader
3. Provide support to all facilities and grounds volunteer groups as needed
4. Work independently on the task given.
5. Recognize when a task is above your skill level.

#### **Personal Development:**

1. Make every effort to build up the community of the staff and to increase understanding among all staff members

Such other duties and responsibilities as requested by the Ministry Assistant in Housekeeping, Guest Services Coordinator and the Program Director



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### **Experience and Qualifications**

**Personal:** Vibrant relationship with Jesus Christ, committed to the authoritative Word of God, passionate for facilitating ministries that change lives, is devoted to furthering the purpose and mission of Manitoqua Ministries, and is an active member in good standing in a church of Jesus Christ

**Human Relations:** Team player, good communicator and listener, effective decision maker, task driven

**Education:** Completed 8<sup>th</sup> grade and must be at least 14 years old

### **Specific Requirements**

#### **Knowledge, Skills, and Abilities**

1. Must have reliable transportation
2. Physically active
3. Able to adapt to all types of environmental and weather conditions