



8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
Send resumes to stefan@manitoqua.org

Ministry Assistant Job Description

Department: Program
Reports to: Guest Services Coordinator
Direct Report: Housekeeping Staff
Type of Position: part-time hourly at \$16-\$18, 20-30 hrs/week

General Description: The Ministry Assistant is a key staff member to work closely to support the ministry throughout different areas of service. This Ministry Assistant position is responsible to organize and control housekeeping functions necessary to provide our guests with top-quality, clean accommodations. As a regular contact with others, the Ministry Assistant presents a professional and courteous appearance.

Duties and Responsibilities

Staff Development

1. Make recommendations regarding the hiring of needed staff in a timely manner
2. Build a compassionate and hard-working staff (year-round and summer) through quality communication, and scheduling

Facility Care

1. Communicate with Program team Coordinators regarding schedules and needs
2. Ensure all buildings are prepared and guest ready each week or as needed
3. Maintain housekeeping equipment and supplies, placing orders as needed
4. Research and recommend equipment and supply needs and upgrades
5. Identify and communicate facility repairs to the Facilities Coordinator

Summer Housekeeping

1. Be prepared to provide support cleaning as schedule and needs dictate
2. Perform industrial cleaning
3. Ensure Summer Housekeeping staff is accomplishing tasks provided
4. Maintain organization of Cleaning supplies and Equipment
5. Communicate with Sam's Coordinators for weekly cleaning needs

General

1. Assist in other areas of program (i.e. programs, retreats, facilities)

Such other duties and responsibilities as requested by the Guest Services Coordinator or 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, plan implementer, conflict resolution, facilitate accountability and foster healthy work environment for all, service oriented

Education: High School Diploma/Equivalent

Experience: Housekeeping experience preferred

Specific Requirements

Knowledge, Skills and Abilities

1. Flexible with availability to work as needed to address facility emergencies or care for property when needs arise (storm clean-up, etc.)
2. Physically active from light to medium type of work and in a variety of environmental conditions
3. Ability to speak effectively before groups of campers, guests, volunteers or staff
4. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist
5. Must have a valid driver's license



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Ministry Assistant Evaluation

When answering the questions below, use the following rating system: 1= poor 5 = great

Staff Development

- Rate the processing of hiring paperwork 1 2 3 4 5
- Rate the hiring of staff in a timely manner 1 2 3 4 5
- Rate staff communication and orientation 1 2 3 4 5
- Rate overall effectiveness of staff management 1 2 3 4 5

Facility Care

- Rate communication with coordinators 1 2 3 4 5
- Rate the building preparation and was it guest ready? 1 2 3 4 5
- Rate the organization of housekeeping equipment and supplies 1 2 3 4 5
- Rate the process of researching equipment and supply needs 1 2 3 4 5

Summer Housekeeping

- Rate housekeeping’s effectiveness in supporting the SAMs program 1 2 3 4 5
- Rate the overall summer cleaning program 1 2 3 4 5
- Rate the organization of housekeeping equipment and supplies 1 2 3 4 5

General

- Rate any other aspects of your responsibilities 1 2 3 4 5

Goals

When writing goals, they must be quantifiable, tangible and SMART.

What are the 2 – 3 goals for your position for the next calendar year that support the annual Strategic Plan?

What are 2 goals for personal and professional development?

Name 3 things you did that was exceptional this past year!

Please sign this page to indicate the completion of the review.

Employee: _____

Date _____

Reviewer: _____

Date _____



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Executive Director: _____

Date _____