8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
Apply at Manitoqua.org/joinourteam

Housekeeping Staff Job Description

Department: Program

Reports to: 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.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

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 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 8th 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