

# CAMP SPOFFORD SUMMMER STAFF

## *Housekeeping Staff*

### **JOB DESCRIPTION**

Housekeeping staff is a role responsible for ensuring the cleanliness and upkeep of guest facilities, including accommodations and public restrooms. With high guest traffic, there is important daily cleaning as well as keeping these areas properly stocked with supplies. Housekeeping staff reports to the Head of Housekeeping.

### **RESPONSIBILITIES**

- Clean all community bathrooms daily or more often as needed
- Clean and prepare guest rooms and bathrooms weekly
- Clean and vacuum lounges daily
- Wash and dry laundry as needed and directed
- Keep laundry and supply rooms neat and clean at all times
- Expect to carry out special projects after the daily routine is complete
- Work one night per week in Knutes

### **QUALIFICATIONS**

- A sincere desire to serve the Lord with a servant-like attitude
- Be able to deal with many different types of people, some who may be very demanding
- Be able to work together with others to form a team spirit
- Enjoy working with your hands and keeping environments tidy
- Have a desire to work both efficiently and effectively
- Be able to follow instructions and submit to authority
- Have (or be able to develop) a very sharp eye for details

# GENERAL WEEKLY SCHEDULE

## **SUNDAY: 2 hours**

- 12 - 2 pm

## **MONDAY - FRIDAY: 5.25 hours**

- 8 - 11:45 am
- 12:30 - 2 pm
- 6:30 - 7:30 pm (two people per day)

## **SATURDAY: 7.5 hours**

- 8:30 am - 4 pm (Turnover)

**TOTAL HOURS (with 1 night of Knutes) - 33.25**  
**1 DAY OFF DURING THE WEEK**