

CAMP SPOFFORD SUMMER 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 guest rooms 2x/week
 - Clean bathrooms
 - Vacuum
 - Empty trash
 - Replace towels
- 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 Knute's cafe

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 - clean public bathrooms and common areas

MONDAY - FRIDAY: 6.25 hours

- 8 - 11:45 am - in-room daily cleaning
 - Monday/Wednesday - Monadnock, Granite
 - Tuesday/Thursday - Chalet, Cheshire, Lakeside
- 12:30 - 3 pm - finish cleaning public bathrooms and common areas
- 6:30 - 7:30 pm (two people per day) - check/clean public bathrooms

SATURDAY: 7.5 hours

- 8:30 am - 4 pm - Family Camp Turnover

TOTAL HOURS (with one night of Knute's) - 37
ONE DAY OFF A WEEK