

CAMP SPOFFORD

Housekeeping Manager

JOB DESCRIPTION

The Housekeeping Manager is responsible for maintaining high standards and consistency of outstanding customer service, communicating properly and effectively with the guests and other staff, displaying incredible attention to detail, demonstrating effective leadership and problem-solving skills while providing above-and-beyond guest service to ensure a memorable and positive experience.

This position requires an incredible team work ethic and must be able to lead others. The Housekeeping Manager is responsible for coordinating the cleaning efforts throughout the whole year.

The Housekeeping Manager reports to the Director of Guest Services.

JOB RESPONSIBILITIES

- Clean accommodations in preparation for guest use
- Daily and weekly cleaning of public bathrooms
- Maintain cleanliness standards both in the buildings and out
- Seasonal deep cleaning in heavily used areas
- Develop cleaning procedures and ensure their execution
 - Enforce and comply with all state regulations
 - Ensure proper cleaning methods for various scenarios (handling bodily fluids, airborne illnesses, facility damage, etc.)
 - Promote safety in how our staff manage various cleaning scenarios
- Be observant and detail oriented, able to handle frequent change, dependable, and able to work productively both alone and with a team
- Demonstrate a willingness and ability to accommodate guest requests
- Report any facility damage or needed repairs in a timely manner
- Other duties as assigned by the Operations Director

Other Responsibilities

- Uphold confidentiality and represent the organization with professionalism
- Contribute to a positive, Christ-centered work environment through teamwork, integrity, and prayerful support of the ministry's mission
- Model appropriate behavior always. This includes developing and maintaining appropriate professional relationships and boundaries with youth, coworkers, parents, guests, etc.
- Participate in meetings, conferences, and trainings as required
- All other duties as assigned