



Job Title: Housekeeper  
Classification: Non-Exempt / Hourly / Part-time  
Reports to: Head Housekeeper

Lake Logan serves Christ by welcoming all generations to experience restoration and reconciliation with God, one another, and all creation.

Owned by the Episcopal Diocese of Western North Carolina and located in Haywood County, Lake Logan is open year-round to host all types of events and groups and is home to Camp Henry, a summer camp program for children, youth, and families. The 300-acre property is adjacent to the Shining Rock Wilderness Area of Pisgah National Forest and includes a mile-long lake fed by the West Fork of the Pigeon River, forested and open land, and a wide array of historic buildings with 86 cabin beds and 80 dorm style beds.

**Position Purpose:**

To further the mission and vision of Lake Logan by providing a clean, comfortable, and safe environment for all who visit.

**Essential Job Functions:**

- Perform a variety of cleaning activities including but not limited to sweeping, vacuuming, mopping, dusting, scrubbing, washing, and polishing.
- Wash guest linens and maintain a clean laundry facility.
- Check stocking levels of consumables in guest rooms, meeting spaces, and bathrooms, order, and replace when appropriate.
- Assist with initial and end-of-season inventory, closing cabins, and opening buildings seasonally as required.
- Maintain and store housekeeping equipment for safety.
- Follow schedule for checking facilities and equipment for safety, cleanliness, and good repair.
- Inspect rooms prior to guest check-in.
- Maintain coffee stations in guest rooms.
- Assist in the set up and safety of meeting spaces as needed.
- Provide excellent hospitality and customer service to all guests.
- Assist with minor maintenance needs.
- Represent Lake Logan in a positive light in the community.
- Other duties as assigned.

**Relationships:**

- This position reports to the Head Housekeeper.
- This position is a strong link connected to the safety and care of the guests of Lake Logan.
- This position is a member of the Facilities Team and works closely with all departments as well as with volunteer work teams.

**Qualifications:** *(Minimum qualifications and experience)*

- Have a high school diploma or its equivalent
- 1+ year of experience in facility housekeeping.
- Maintain a valid and current NC driver's license.
- Maintain a clear background check.

**Knowledge, Skills, and Abilities:**

- Ability to work on a team, relate, and work well with others.
- Ability to work independently with little direction.
- Ability to read and write.
- Ability to stand and move for extended hours.

- Ability to receive guidance, direction, and supervision.
- Ability to safely and properly use laundry machinery and equipment and household appliances.
- Desire to work in a faith-based setting.

**Physical Aspects of the Position:**

- Ability to understand and implement safety regulations and procedures.
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures.
- Ability to walk, stand, bend and stretch.
- Ability to lift up to approximately 50 pounds.
- Ability to safely and properly use laundry machines and equipment.
- Ability to safely drive cars, light trucks, tractors, and other motorized vehicles.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the center operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist guests in an emergency (fire, evacuation, illness, or injury).
- Willingness to work irregular hours.
- Ability to operate with daily exposure to the sun and heat and other environmental conditions.

**Equipment Used:**

Includes but is not limited to vacuum, mop, broom, duster, carpet shampooer, commercial washer and dryer, iron, cleaning chemicals, hand tools, etc.

**Hours**

Typical work week varies, dependent on guest schedules, but typically includes mornings. March through mid-November typically 20-25 hours per week and occasionally more. Late November through February work may be more sporadic.

**Submit application to:**

Lake Logan  
ATT: Housekeeping Application  
25 Wormy Chestnut Lane  
Canton, NC 28716  
***Or*** [lisa@lakelogan.org](mailto:lisa@lakelogan.org)