



LAKE LOGAN

Retreat Center | Camp Henry | Outdoor School

Job Title: Housekeeper
Classification: Non-Exempt / Hourly – Part-time and Full-time available
Reports to: Head Housekeeper

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

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

Ensure all guest rooms, meeting spaces, and office spaces are cleaned and cared for according to the highest standards.

- 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, and replace when appropriate.
- Assist with initial and end-of-season inventory, closing cabins, and opening buildings seasonally as required.
- Inspect rooms prior to guest check-in.
- Maintain coffee stations in guest rooms.
- Notify appropriate personnel of maintenance needs.
- Assist in the set up and safety of meeting spaces as needed.

Other Duties

- Provide hands on support to other departments during peak business times.
- Provide excellent hospitality and customer service to all guests, campers, volunteers, and vendors.
- 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 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 is required for full-time, preferred for part-time.
- 1+ years of experience in facility housekeeping is preferred.
- Maintain a valid and current NC driver's license.
- Maintain a satisfactory background check.
- Ability to work a flexible schedule.

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 receive guidance, direction, and supervision.
- Proficiency in the safe and proper use of 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.

Work Location

The work location is the Lake Logan, with no travel required.

Hours

Full-time: Typical work week is five days, approximately 40 hours. Work schedules are dependent on guest schedules. Flexibility is key. Most work takes place on weekdays; however, some weekends are required.

Part-time: Typical work week is three to five days, approximately 20-30 hours. Work schedules are dependent on guest schedules. Flexibility is key. Most work takes place on weekdays; however, some weekends are required.

Remuneration

Wages are commensurate with experience starting at \$13 per hour plus tips.

Full-time only: Benefits package includes full medical and dental insurance, life insurance, EAP, pension, vacation, and personal days.