



## **Housekeeping Assistant**

### Position Guide

**Position Overview:** To assist the Housekeeping Director in ensuring that cleanliness and proper care is given to rooms, meeting areas, fixtures, sheets and furniture of Kenbrook Bible Camp and notifying maintenance of any needed facility repair.

Jesus Christ and His Word are the standard by which we live our lives and conduct our ministry. It is our greatest responsibility and privilege to serve Him. The successful impact of our ministry and the way we operate is built upon the conviction that in all we do, we do for the glory and honor of Jesus Christ. Jesus Christ is the center of all things at Kenbrook. As we serve our guests and minister to our community, we are ultimately serving Him.

The Kenbrook staff is a team, working together to serve God through relationships, programs and services that promote community, discipleship, innovation and ministry. It is vital that staff understands that “going the extra mile,” serving beyond the scope of our job description is often a part of what we are called to do. Whatever our task, we must bear in mind that our service is ultimately unto the Lord.

**Classification:** Part-time (approximately 20 hours/week); hourly

#### **Qualifications:**

- At least 18 years old
- Growing, personal relationship with Jesus Christ
- Supportive of the mission, vision and values of Kenbrook Bible Camp
- Teachable spirit; team-player attitude; servant heart; responsible; industrious; hospitable
- Love for and desire to work with people in a camp and retreat setting
- Work efficiently and effectively unsupervised
- Able to lift and carry up to 30 pounds
- Able to stand for long periods of time
- Able to work weekends on occasion

**Reports to:** Housekeeping Director

#### **Responsibilities:**

- Assist in cleaning each room after use by guest or camper
- Assist in laundry duties
- Replace all linens, towels and personal care items
- Assist in management and organization of equipment and inventory

- Assist in cleaning meeting and conference rooms as well as multi-purpose building after use
- Assist in the pre and post summer camp cleaning of tents, cabins and buildings
- Assist with other duties as assigned

*Note: This position guide does not state or imply that the duties enumerated here are the only duties and responsibilities that may be assigned or expected of this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_