

Head Housekeeper

Dates: June 2 – August 15

Pay: \$250 per week

Profile: Christian individual with previous housekeeping experience. Must live on-site for the duration of the summer season. Should be older than most temporary summer staff. Must be able to supervise, organize, and motivate volunteers and assistants. Good organizational and planning skills imperative.

Job Description

early June:

- organize cleaning projects for Volunteer Day
- cleaning and reorganizing of staff living quarters before staff arrives

Weekly:

- preparation of guest speaker housing & gift baskets
- inventory and ordering of cleaning supplies
- cleaning of retreat lodge and staff housing once weekly and as needed (floors, dusting, bathrooms, windows)
- organization of weekly lost & found items.

Daily:

- cleaning bathhouses with other Housekeeping staff (twice daily)
- cleaning Lodge bathrooms
- laundering and sorting cleaning and kitchen towels