

# Head Housekeeper

**Dates:** May 27 – August 10

**Pay:** \$300 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**

### **Late May:**

- 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