



Job Title: Housekeeper
Reports to: ILNC Director of Guest Relations or Lead Housekeeper
Position Type: Part-time, hourly, seasonal or year-round

Job Summary:

The ILNC housekeeping team cleans all public buildings on the grounds, except for the food-service preparation and dining areas. They make sure that everything from the RV park bathrooms to the Conference Center guest rooms are sparkling clean and welcoming to our guests. They work closely with Operations and Guest Relations staff to ensure all our facilities are well-maintained and ready for scheduled events and stays.

Responsibilities and Duties:

- Know and support the mission of ILNC: "Indian Lake Nazarene Camp: a sacred space to experience renewal, relationships, and recreation."
- Know and follow cleaning procedures and schedules for assigned areas, including proper procedures for changing bed linens, vacuuming carpets, cleaning toilets and showers, sweeping and mopping hard floors, removing trash, and cleaning sinks and countertops.
- Stock supplies such as towels, toilet tissue, and paper towels according to procedure and schedule.
- Dust and/or polish furniture and fixtures as needed.
- Keep assigned areas free of cobwebs, insects, leaf litter, etc.
- Launder and fold bed linens and towels.
- Respond in a timely and professional manner to guest requests.
- Use all cleaning equipment and supplies according to directions and training.
- Know and use appropriate personal protective equipment for assigned tasks.
- Maintain adequate inventory of cleaning supplies and guest supplies, reporting needed orders to the Executive Director or Lead Housekeeper.
- Be alert to signs of maintenance issues and report needed repairs to the Operations Director as soon as possible.
- Communicate with the Director of Guest Relations regarding readiness of facilities in assigned areas.
- Regularly review guest booking schedules provided by the Director of Guest Relations and promptly report any issues with preparing facilities for use as scheduled.

Qualifications and Skills:

- Deeply loves God and people.
- Able to effectively communicate via phone call, text, or email with other staff.
- Able to read and interpret printed or emailed booking schedules and similar reports.
- Very attentive to detail and organized.

- Able to manage his or her own time and set appropriate priorities, especially during busy periods with high turnover of guest rooms.
- Creative and flexible in approaching tasks.
- Able to work effectively with minimal supervision and solve problems independently.
- Physical ability to lift 25-50 pounds and perform moderate physical labor continuously for two to four hours in temperatures up to 90 degrees.
- Previous experience in janitorial or housekeeping work is desirable but not required.

Work Schedule/Compensation:

- Housekeepers are either year-round positions with great seasonal fluctuation in work schedule, or seasonal positions working approximately April 15 to October 15.
- Compensation is commensurate with experience, starting at \$11.00 to \$13.00 per hour.
- Housekeepers may be scheduled an average of 15 to 20 hours per week in the off season and 20-35 hours in the busy season depending on the number of hours desired and ILNC's current needs and staffing levels. Each housekeeper's expected average hours will be established in agreement with the Executive Director at the time of hire.
- Housekeepers have a lot of flexibility to set their own schedules as long as assigned areas are maintained appropriately and ready for guests and groups on time. However, during the busier periods of the summer months, weekend work, including some Sundays, will be necessary and all housekeepers will sometimes be needed during the period between guest check-out at noon and check-in at 3 PM.

For more information on ILNC, please visit www.indianlake.camp Apply online at <https://nazcamp.campbrainstaff.com/> and send optional letter of interest or résumé to Bonnie Taylor, Director of Guest Relations, via email at bonnie@indianlake.camp or via postal mail at:

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