



JOB DESCRIPTION

JOB TITLE:	Housekeeper
DEPARTMENT:	Canyon Operations
REPORTS TO:	Director of Facilities, Headwaters Team
EFFECTIVE DATE:	
CLASSIFICATION:	Non-exempt

POSITION SUMMARY: The Housekeeper ensures that the Canyon facilities are clean and prepared for retreats according to Foundation standards through the effective management of resources and processes.

PROGRAM MISSION: Canyon Operations exists to maintain and protect Canyon facilities and operations while providing outstanding hospitality and service to the programs, staff, and guests of H. E. Butt Foundation. At the core of the mission of Canyon Operations is to prepare a place for guests to encounter God with limited predictable distractions contributing to a meaningful retreat experience.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Report daily to the Director of Facilities and Housekeeping Lead
 - Be accountable for meeting identified standards and timelines through appropriate processes
 - With instruction from the Director of Facilities and Housekeeping Leads, implement daily work activities to ensure clean, orderly, attractive rooms and common areas
 - Turnover rooms at end of retreats and refresh during retreats
 - Change bedding and make beds as directed
 - Sort laundry by separating soiled laundry for spot treatment and separate laundry process
 - Clean bathrooms and replenish toiletries as needed
 - Gather and empty trash
 - Dust and mop as needed – inside and outside
 - Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts or by hand as needed

- Perform deep cleaning between retreats and camping programs
 - Clean and polish furniture and fixtures
 - Clean windows, interior and exterior
 - Clean at Foundation camp sites
 - Cleaning of bunk beds and mattresses at Headwaters
- Drive vehicles to move between camp sites as needed
- Notify Housekeeping Lead concerning the need for repairs or maintenance in rooms or common areas
- Observe precautions required to protect facilities and guest property, and report damaged, missing, and found articles to supervisors
- Maintain professional appearance
- Supports the regional team by providing backup support as needed to ensure team commitments and expectation standards are met
- Exhibits a positive and cooperative attitude when assigned cross-functional job assignments
- Embraces learning new skills and techniques to accomplish team goals.

QUALIFICATIONS:

- High School Diploma or equivalent work experience
- Housekeeping experience preferred

COMPETENCIES-Knowledge, Skills, and Abilities:

- Attention to detail
- Trustworthy
- Organized
- Work independently and within a team
- Possesses an understanding of cleaning processes and chemical uses
- Time management
- Flexible
- Dependable

PHYSICAL REQUIREMENTS:

- Ability to perform physical work 8+ hours at a time, with appropriate breaks
- This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing throughout the day
- The employee must be able to lift or move up to 10 pounds and occasionally lift or move up to 25 pounds
- Ability to properly use a ladder

WORK ENVIRONMENT:

- Ability to work outside on uneven terrain and in varying weather and environmental conditions
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles.
- Must work varying schedules based on camping program needs, including some weekends.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE