

JOB DESCRIPTION

JOB TITLE:	Housekeeper
DEPARTMENT:	Canyon Operations
REPORTS TO:	Director of Facilities, Echo Valley 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

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in Kerrville, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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